



## Section 4: Administrative Policies

### 4D | Alcohol Sales Policy

#### Purpose

The Illinois Liquor Control Act of 1934 allows for the sale and/or delivery of alcohol in or on property owned by all public library districts in the State of Illinois. For the purposes of this policy, “alcohol” includes spirits, wine and beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed as a beverage by a human being, or as otherwise defined under the Act.

For the purposes of this policy, events including the sale and/or delivery of alcohol shall be deemed “Special Events,” and such a classification shall only be granted to fundraisers or programs of a cultural or educational nature taking place in or on property owned by the Library and hosted by the Library, the Friends of the Library, or the Roselle Public Library Foundation.

#### Guidelines

Alcohol may only be sold and/or delivered during an approved, designated Special Event taking place under the following conditions:

1. The sale and/or delivery of alcohol shall only be permitted during and as part of a Special Event; and
2. The Special Event shall take place only within an enclosed or controlled space on property owned by the Library so as to prevent access to it by the general public; and alcohol may only be sold, delivered, and/or consumed in this space; and
3. No alcohol may be removed by anyone attending the Special Event from the portion of Library property where the Special Event is being held; and
4. No alcohol may be sold, delivered to, or be in the possession of any person under the age of twenty-one (21) at any time on property owned by the Library; and
5. A local liquor license shall first be obtained, if required; and
6. Non-alcoholic beverages and food are simultaneously served in reasonable quantities during the Special Event; and

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7. No remaining or leftover alcohol may be left on Library premises at the conclusion of the Special Event and removal of leftover alcohol shall be done in accordance with all applicable open container laws and regulations; and
8. Only trained individuals designated by the Executive Director shall be permitted to serve alcohol during the Special Event; and
9. Those tasked with serving alcohol refrain from consuming or imbibing alcohol before or during their time serving during the Special Event.

## **Board Approval**

Alcohol may not be sold and/or delivered in connection with a Special Event unless the Library Board of Trustees has first granted approval of the sale and/or delivery of alcohol at the Special Event. No outside group shall be granted approval to hold a Special Event as defined in this policy, or any event or meeting for which alcohol is sold and/or delivered.

## **Insurance Coverage**

The Library maintains liability coverage for events where alcohol is served, but additional dram shop coverage for events where alcohol is sold may be required in addition to existing coverage. The Executive Director will ensure the proper amount of liability coverage is in effect at the time of the Special Event and all other liability requirements as required under the Act are met or exceeded in order to save harmless the Library from all financial loss, damage, or harm.

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