

Algonquin Area Public Library District

McHenry and Kane Counties, Illinois

Board of Trustees

Policy 3045

Alcoholic Beverages

Adopted: January 23, 2019

Reviewed/Revised: January 26, 2022

I. Purpose

The Algonquin Area Public Library District (AAPLD) seeks to make its libraries cultural hubs of the community by providing timely programming and opportunities for lifelong learning. As such, and in compliance with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 *et seq.*), the Board of Library Trustees recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be served or sold in AAPLD libraries or on AAPLD property during fundraising events or during programs of a cultural or educational nature with advance approval by the Executive Director. This policy governs when and under what circumstances alcoholic liquors may be delivered to and sold at retail in Library buildings and on Library property.

II. Rules

1. When alcoholic beverages are served

Serving of alcoholic beverages will be permitted only at AAPLD events or at events co-sponsored by AAPLD. Serving of alcoholic beverages will not be permitted at any event unless first approved in writing by AAPLD's Executive Director. Outside groups or individuals conducting a meeting or event at an AAPLD library are not allowed to serve alcoholic beverages unless the event conforms to the requirements of this policy.

2. Where alcoholic beverages are served

Alcoholic beverages may be served at pre-approved events held within an enclosed or controlled space in an AAPLD facility or on AAPLD grounds provided there are means by which to:

- a. Prevent access to the general public during the event;
- b. Prohibit alcoholic beverages from being removed from the event space by attendees;
- c. Prevent the sale or distribution of alcoholic beverages to persons under the age of 21; and
- d. Prohibit attendees from bringing outside beverages to the event.

3. Who may serve alcoholic beverages

- a. Alcoholic beverages may be served at pre-approved events by catering staff secured for such purpose by AAPLD; and/or

- b. Alcoholic beverages may be served at pre-approved events by any library staff member or volunteer who is of legal age and designated by the Executive Director to do so.

4. Approved event types

Approved events may include but are not limited to fundraising events or programs of a cultural or educational nature. Alcohol will not be served at events where minors are expected or likely to be in attendance.

III. General Rules and Restrictions

- a. All rules and regulations in other AAPLD policies shall remain in effect during events at which alcoholic beverages are served. These rules and regulations include but are not limited to AAPLD's Meeting Room Policy, Code of Conduct, and various personnel policies;
- b. Purposely deceiving AAPLD staff in order to unlawfully gain access to an event at which alcoholic beverages are served is a crime and will be reported to law enforcement officials.
- c. The Library reserves the right for its staff, contractors, and representatives to refuse the distribution or sale of alcohol to any guest who appears to be intoxicated, inebriated, or impaired due to alcohol consumption.
- d. To prevent underage drinking, identification will be checked. Acceptable forms of identification include a valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State, a valid Armed Forces ID, or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.
- e. In the event that this policy or any other Library policy is not complied with, the Library reserves the right to discontinue the service of alcohol at the event and/or the event itself.

IV. Liability Insurance

- a. The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] (the Act) requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act. When serving alcoholic beverages, AAPLD must provide liability insurance with a coverage limit that saves harmless AAPLD from all financial loss, damage, or harm under the maximum liability limits set forth in the Act;
- b. AAPLD's liability insurance coverage is determined annually. The Executive Director shall ensure that AAPLD's liability insurance coverage meets the parameters set forth in this Policy.
- c. Any other business or organization that wishes to dispense or sell alcoholic beverages at events held in any Library building or on Library property must maintain dram shop liability insurance in maximum insurance coverage limits so as to hold harmless the Library from all financial loss, damage, or harm. A current Certificate of Insurance must be presented before any alcohol can be dispensed or sold.

V. Waiver

This Policy is not all-inclusive. Possible approval of special situations not described in this Policy will be determined by the Executive Director. Waiver of any terms or provisions of this Policy may be requested by written application submitted to the Executive Director.

VI. Compliance with Laws, Including State and Local Licensing Laws

If any provisions of this policy conflict with any provisions of the Illinois Liquor Control Act of 1934 [235 ILCS 5/1 *et seq.*], the provisions of the Act shall prevail. Compliance with all federal, state, and local laws, including obtaining any required state or local liquor license, is mandatory and expected.
