

Alcohol Policy

The Rochester Public Library District is cultural hub of our community. The Rochester Public Library District Board of Trustees recognizes that occasionally it may be reasonable and beneficial to allow alcohol to be served in the library or on District property during fundraising events or during programs of a cultural or educational nature.

Illinois Public Act 99-0559 States:

Alcoholic liquors may be delivered to and sold at retail in any building owned by a public library district, provided that the delivery and sale is approved by the board of trustees of that public library district and is limited to library fundraising events or programs of a cultural or educational nature. Before the board of trustees of a public library district may approve the delivery and sale of alcoholic liquors, the board of trustees of the public library district must have a written policy that has been approved by the board of trustees of the public library district governing when and under what circumstances alcoholic liquors may be delivered to and sold at retail on property owned by that public library district. The written policy must (i) provide that no alcoholic liquor may be sold, distributed, or consumed in any area of the library accessible to the general public during the event or program, (ii) prohibit the removal of alcoholic liquor from the venue during the event, and (iii) require that steps be taken to prevent the sale or distribution of alcoholic liquor to persons under the age of 21. Any public library district that has alcoholic liquor delivered to or sold at retail on property owned by the public library district shall provide dram shop liability insurance in maximum insurance coverage limits so as to save harmless the public library districts from all financial loss, damage, or harm.

I. When alcohol is allowed

- a. The serving of alcohol will only be permitted at Rochester Public Library District events or at events that are co-sponsored by the Library and another entity.
- b. The serving of alcohol will not be permitted at any event unless first pre-approved by the Library Director, in compliance with this policy.
- c. Outside groups or individuals conducting a meeting or event at the Library are not allowed to serve alcohol while using our meeting spaces unless the event meets the criteria set forth previously in section I.

II. Where alcohol is allowed

- a. Alcohol may be served at pre-approved events held within an enclosed or controlled space, such as the community room or throughout the Library or its grounds so long as there is a means by which to (1) prevent access to the general public, (2) prevent alcohol from being removed from the premises by attendees, and (3) steps are taken to prevent the sale or distribution of alcohol to persons under the age of 21.

III. The serving of alcohol

- a. Alcohol may be served at pre-approved events by catering staff secured for such purpose by the Library.
- b. Alcohol may be served at pre-approved events by any library staff member or volunteers who is of legal age and designated by the Director to do so.

- c. The District 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. Attendees are prohibited from bringing outside beverages to the event or program.
- e. To prevent underage drinking, events will be limited to persons over the age of 21 or acceptable forms of identification will be checked and persons over the age of 21 easily identified by servers. 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; a valid US passport or foreign passport (with US travel visa) containing the holder's photograph; or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.

IV. Allowable event types

- a. Fundraisers
- b. Cultural Programs
- c. Educational Programs

V. Liability Insurance

- a. The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act.
- b. Per Illinois Public Act 99-0559, when serving alcohol the District must provide liability insurance with a coverage limit that saves harmless the District from all financial loss, damage, or harm under the maximum liability limits set forth in the Illinois Liquor Control Act of 1934.
- c. The District's liability insurance is determined annually. The Director shall ensure that said liability insurance meets the parameters set forth in this policy before approving any programs or events where alcohol is to be served.
- d. Third party vendors/caterers/program co-sponsors shall maintain dram shop liability insurance (only when alcohol is being sold) in maximum insurance coverage limits so as to hold harmless the Library from all financial loss, damage, or harm. Proof of such insurance shall be provided to the Library Director no later than 1-week before the event, and the Library must be named as an Additional Insured on such coverage.
- e. When alcohol is being sold there is a \$50 fee to be paid to the Village of Rochester for a one day event alcohol permit which must be paid by the entity hosting the event.

VI. General Rules and Restrictions

- a. All rules put forth in other Library policies shall remain in effect during events where alcohol is served. This includes, but is not limited to, the Meeting Room Use Policy and the Library Behavior Policy.
- b. Purposely deceiving District staff in order to unlawfully gain access to an event where alcohol is served is a crime and will be reported to the proper authorities.
- c. If any provision of this policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

Legal Reference: Illinois Public Act 99-0559

Adopted February, 2018
Updated May, 2018