



ALCOHOL POLICY

Purpose

In compliance with Illinois Public Act 99-0559, the La Grange Park Public Library establishes this policy to allow for the restricted and responsible use of alcohol on library grounds in order to enrich the cultural and/or educational experience of event participants.

Guidelines

- Allowable Instances: Alcohol is allowed to be served at events sponsored by the library or that are co-sponsored by the library and another entity. The serving of alcohol will not be permitted at any event unless first pre-approved by the Director, in compliance with this policy. Outside groups or individuals conducting a meeting or event at our library are not allowed to serve alcohol.
- Examples of Allowable Events: Events may include but will not be limited to fundraisers, discussion group meetings, programs discussing alcohol within the cultural heritage of a group, or educational programming intended to broaden the understanding of a topic relating directly or indirectly to alcohol.
- Serving of Alcohol: Alcohol may be served at pre-approved events by external service employees secured for such purpose by the library. Alcohol may also be served by any library staff who have BASSET certification or volunteer who is of legal age and designated by the Director to do so.
- Locations for Serving: Alcohol may be served at pre-approved events held within an enclosed or controlled space, such as a meeting room or conference room or throughout the library facility 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.
- Permits: Events where liquor is being served will typically require a permit from the Illinois State Liquor Commissioner and the Village of La Grange Park.
 - The Village of La Grange Park will waive the permit fee for the library and needs only 3 days notice for a permit to be issued. The Village will only issue 12 special event liquor permits per year.
 - The Liquor Commissioner requires that permit applications be turned in 14 days prior to the event or an additional \$25 fee will be added to the application. The library may apply for the not-for-profit permit which will incur a \$25 fee. A copy of the Village permit and of insurance coverage will be required in order for the permit to be issued. The Illinois Liquor Commissioner's office does not regulate BYOB (bring your own beverage) events.
- Preventing Underage Drinking: To prevent underage drinking, the library will check acceptable forms of identification of all attendees to any event where alcohol is served. Examples of 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 U.S. passport or foreign passport (with U.S. travel visa) containing the holder's photograph; or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.
- Violations: Purposely deceiving library 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.
- Waivers: Approval of individual situations not described here will be determined by the Director. Waiver of any prohibitions in this policy may be requested by written application directed to the Board of Library Trustees.

**Insurance**

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. Per Illinois Public Act 99-0559, when serving alcohol the library district must provide liability insurance with a coverage limit that saves harmless the library from all financial loss, damage, or harm under the maximum liability limits set forth in the Illinois Liquor Control Act of 1934. The library's liability insurance coverage 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.