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SERVING GRANITE CITY, MITCHELL, AND PONTOON BEACH

SIX MILE REGIONAL LIBRARY DISTRICT Alcohol Policy

The Six Mile Regional Library District libraries are cultural hubs of our communities. Our mission statement challenges library staff to make a significant difference in the everyday lives of the people, institutions, and communities of Granite City, Mitchell, and Pontoon Beach by listening, understanding, and then transforming needs into proactive library services. As such, the Six Mile Regional Library District Board of Trustees recognizes that from time to time it may be reasonable and beneficial to allow alcohol to be served in our libraries 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.

Therefore, the Six Mile Regional Library District Board of Trustees hereby establishes this policy with the following parameters set forth:

I. When alcohol is allowed

- a. The serving of alcohol will only be permitted at District events or at events that are co-sponsored by the District and another entity.
- b. The serving of alcohol will not be permitted at any event unless first pre-approved by the Executive Director, in compliance with this policy.
- c. Outside groups or individuals conducting a meeting or event at our libraries 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 a meeting room or conference room or throughout a District 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.

III. The serving of alcohol

- a. Alcohol may be served at pre-approved events by catering staff secured for such purpose by the District.
- b. Alcohol 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.
- 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 Executive 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 in maximum insurance coverage limits so as to hold harmless the District from all financial loss, damage, or harm. Proof of such insurance shall be provided with the District named as an Additional Insured on such coverage.

VI. General Rules and Restrictions

- a. All rules put forth in other District 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.

This policy is not all-inclusive; approval of individual situations not described here will be determined by the Executive Director. Waiver of any prohibitions in this policy may be requested by written application directed to the Board of Trustees.

The Board of Trustees reserves all rights and discretion with respect to enforcing this Policy.

Approved by the Board of Trustees
October 17, 2017