

307. Alcohol Policy

Under certain limited events and circumstances, the Tolono Public Library District may elect to have alcoholic beverages delivered to and sold at retail in a building owned by the Library District. This policy governs when, and under what circumstances, alcohol delivery and sale may take place.

For all events where alcohol will be delivered, served and/or sold the following policies and procedures apply:

1. Alcohol may only be delivered to the Library and sold at retail during three types of events:
 - a. Fundraising events
 - b. Cultural programming held at the Library
 - c. Educational programming held at the Library
2. The delivery, sale, and consumption of alcohol at the event must be limited to event attendees. The general public (those who are not at the Library for the event) must not be able to access the event or program where alcohol is served.
3. Alcoholic beverages cannot be consumed outside of the event area.
4. Those serving alcohol must make sure that no alcohol is sold, distributed, or consumed by those persons under the age of 21.
5. Dram shop insurance, to the maximum coverage limits allowed, must be purchased and proof of insurance must be on file with the Library Director at least 36 hours prior to the event.
6. The Library Board of Trustees must approve each event where alcohol will be delivered, served, and/or sold. In order to obtain such approval:
 - a. The attached event application must be filled out and turned into the Library Director at least 3 days prior to a regularly scheduled Board Meeting.
 - b. The approval of the delivery and sale of alcohol at the event will then be put on the Board's Agenda and voted on, after discussion, at the meeting.
7. The event application would be contingent on approval from the Village of Tolono for a Special Alcohol Use Permit.

TOLONO PUBLIC LIBRARY DISTRICT
EVENT APPLICATION

Name of the Event:

Name:

Date:

Address:

City:

State:

Zip Code:

Phone:

Email:

Describe the Event:

Please check what type of event this is:

_____ Fundraising Event _____ Cultural Event _____ Educational Event

Where would you like to host your event at the Library?

Are admission tickets going to be sold ahead of time or at the door?

How does availability of alcoholic beverages enhance this event?

You will need to provide dram shop insurance liability coverage that specifically names holds the Tolono Public Library District harmless from all financial loss, damage or harm for this event. What is the cost of that coverage, what are the policy limits proposed by the policy, and who is your insurance agent? If you have a copy of the proposed policy, please attach it.

Who will be serving the alcoholic beverages, and what steps are you taking to make sure that no alcohol will be served, distributed, or consumed by persons under the age of 21?

This application will be discussed at the next regular meeting of the library board as an agenda item. The next meeting of the board is on _____. Library board meetings are open to the public and we invite you to come so that you may answer questions prior to our vote.