



## Alcohol Policy

### I. Introduction

This Alcohol Policy (“**Policy**”) is adopted pursuant to the Illinois Liquor Control Act of 1934, 235 ILCS 5/1 *et seq.* (“**Act**”), to allow the delivery and sale of alcoholic liquors at any building owned by the FOX RIVER GROVE PUBLIC LIBRARY DISTRICT (“**Library**”) during fundraising events or programs of a cultural or educational nature, with advance approval by the Library Director. The Act authorizes the delivery and sale of alcoholic liquor in a building owned by the Library (“**Building**”) in accordance with this Policy. This Policy governs when and under what circumstances alcoholic liquors may be delivered to and sold at retail in Library Buildings.

### II. Application

Persons or entities interested in hosting a fundraising event or program of a cultural or educational nature (“**Applicant**”) may apply to the Library Director for permission to authorize the delivery or sale of alcohol in a Library Building, using the application form attached hereto as **Exhibit 1**. The Library Director is authorized to approve the applications for alcohol delivery and sales that conform to the requirements of this Policy.

### III. General Terms and Conditions

The following regulations apply to the delivery and sale of alcoholic liquor in any Library Building:

- A. The delivery and sale of alcoholic beverages in Library Buildings is limited to fundraising events or programs of a cultural or educational nature.
- B. 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.
- C. The delivery, sale, and consumption of alcohol must take place in a restricted area in the Library Building that is inaccessible to the general public during the event or program.
- D. Alcohol may not be removed from the restricted area.
- E. The delivery or sale of alcohol to persons under the age of 21 is prohibited.
- F. Attendees are prohibited from bringing outside beverages to the event.

**IV. Insurance**

Any Applicant authorized to sell alcoholic liquors at events held in any Library Building 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.

**V. Under Age Enforcement**

To prevent underage drinking, the Applicant will check acceptable forms of identification which will include the following: 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.

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

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail. The Applicant must comply with all federal, state, and local laws, and obtain any required state or local liquor licenses.

**EXHIBIT 1**

**Application for Delivery and Sale Alcohol in Fox River Grove Memorial Library**

1. Applicant Name: \_\_\_\_\_

2. Applicant Address: \_\_\_\_\_

3. Applicant City/State/Zip: \_\_\_\_\_

4. Applicant Phone/Email: \_\_\_\_\_

5. Proposed Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Date/Start Time/End Time: \_\_\_\_\_

Is proposed event a fundraising event? \_\_\_\_\_

Is proposed event a program of a cultural or educational nature? \_\_\_\_\_

Please attach certificate of dram shop liability insurance in maximum insurance coverage limits so as to save harmless the Library from all financial loss, damage, or harm.

Please attach copy of state and local liquor licenses.

Please state how Applicant will restrict the sale, distribution, or consumption of alcoholic in any area of the Library Building accessible to the general public during the event or program (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state how the Applicant will prohibit the removal of alcoholic liquor from the venue during the event (attach additional pages if necessary):

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Please state how the Applicant will prevent the sale or distribution of alcoholic liquor to persons under the age of 21 (attach additional pages if necessary):

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The undersigned Applicant fully understands and agrees to comply with the Library Alcohol Policy and, all federal, state, and local laws.

Print Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

*For Office Use Only:*

Approved by Library Director: \_\_\_\_\_

Date: \_\_\_\_\_