

***Warren-Newport Public Library District***  
*Lake County, Illinois*

**Board of Trustees**

***Policy 3031***

***Alcoholic Beverages***

Adopted: March 15, 2019  
Reviewed/Revised:

**ARTICLE 1. INTRODUCTION**

The Board of Trustees of the Warren-Newport Public Library District recognizes that alcoholic beverages may be served in the Warren-Newport Public Library (WNPL) under appropriate circumstances. The Board may allow delivery, sale, or serving of alcoholic beverages in the Library subject to the following conditions:

- Alcoholic beverages may be permitted at Library fundraising events.
- Alcoholic beverages may be permitted at Library programs of a cultural or educational nature.
- Serving alcoholic beverages must be approved at least thirty (30) days in advance in writing by the Executive Director.

**ARTICLE 2. WHO CAN SERVE ALCOHOL**

- Alcohol may be served by Library Staff or volunteers who are approved by the Executive Director.
- Alcohol may be served by third-party vendors, caterers, or program sponsors.

**ARTICLE 3. WHERE ALCOHOL CAN BE SERVED**

Alcohol may be served within an enclosed or controlled space, such as a meeting room or study room, provided there is a means by which to:

- prevent access to the general public;
- prevent alcohol from being removed from the premises by attendees; and
- prevent the sale or distribution of alcohol to persons under the age of 21.

For an event where the Library is closed to the public and only persons over the age of 21 may attend, alcohol may also be served in the lobby area.

**ARTICLE 4. LIABILITY INSURANCE**

- When the Library sponsors an event at which alcohol will be served, the Executive Director shall assure that the Library obtains dram shop liability insurance in maximum insurance coverage limits.
- Third-party vendors, caterers, or program sponsors must obtain and provide proof of dram shop liability insurance in maximum insurance coverage limits. The Library shall be named as an Additional Insured on such coverage.

**ARTICLE 5. LIBRARY RULES AND REGULATIONS**

All WNPLD rules and regulations shall remain in effect at all times.

**ARTICLE 6. LOCAL LAWS**

WNPLD, third-party vendors, caterers, and program sponsors shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

**ARTICLE 7. APPLICATION TO SERVE ALCOHOLIC BEVERAGES**

A third-party vendor, caterer, or program sponsor must submit an Application to Deliver, Sell, or Serve Alcoholic Beverages. (Form appended.)

**ARTICLE 8. RESERVATION OF RIGHTS**

The Board reserves all rights and discretion with respect to enforcing this policy.

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***Warren-Newport Public Library District***  
*Lake County, Illinois*

**APPLICATION TO DELIVER, SELL, OR SERVE ALCOHOLIC BEVERAGES**

Organization: \_\_\_\_\_

Name of event or program: \_\_\_\_\_

Date(s) of event/program: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End time: \_\_\_\_\_ Location: \_\_\_\_\_

Describe the cultural or educational purpose of this program or event.

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

Describe the alcoholic beverages to be served at the event:

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

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I have read and agree to comply with WNPLD Policy 3031 Alcoholic Beverages. \_\_\_\_\_  
initial

I will abide by and comply with all Library District rules and regulations. \_\_\_\_\_  
initial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name