

# Alcohol at Library Events Policy

## Wood Dale Public Library District

**Adopted on September 18, 2023**

Pursuant to the Illinois Liquor Control Act of 1934, 235 ILCS 5/1 et seq., under certain limited events and circumstances, the Wood Dale Public Library District may elect to have alcoholic beverages delivered to and consumed at the Library. This policy governs when, and under what circumstances, alcohol delivery and consumption may take place.

**For all events where alcohol will be delivered and served the following policies and procedures apply:**

1. Alcohol may only be delivered to and consumed at the Library during three types of Library sponsored events:
  - Fundraising events
  - Cultural programming
  - Educational programming
2. The delivery 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 distributed to or consumed by those persons under the age of 21.
5. The Library shall not sell any alcohol.
6. Staff shall not consume alcohol during events or while “on the clock.”
7. The Library Director must approve each event where alcohol will be delivered and served. To obtain such approval, Library staff must complete the Event Application form (attached).

## Event Application

Name of the Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Staff Contact: \_\_\_\_\_

Description of the Event:

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Please check what type of event this is:

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Fundraising Event

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Cultural Event

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Educational Event

What room or space do you propose to hold this event?

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If admission tickets are sold, will they be sold ahead of time or at the door?

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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, patrons not registered for the event, or patrons who are outside of the event area?

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