Alcohol Policy
Poplar Creek Public Library District
235 ILCS 5/6-15

Under certain limited events and circumstances, the Poplar Creek Public Library District may elect to serve, or 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 may be served, or 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 serving of, or 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 served, 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 must approve each event where alcohol will be delivered, served and/or sold. In order to obtain such approval:
    a. The attached 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.

Approved by the PCPLD Board of Trustees: February 15, 2024 and supersedes previous Alcohol Policy

Event Application
(Event where Alcohol will be Served/Sold)

Name of the Event:_____.
Contact Person (Name, Address, Phone Number and Email):

_____

_____.

Describe the Event:

_____

_____

Please check what type of event this is:

☐ Fundraising Event ☐ Cultural Event ☐ Educational Event

Where do you propose this event is to be held?
_____.

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

How does the availability of alcoholic beverages enhance this event?

_____

_____

_____.

You will need to provide dram shop insurance liability coverage that specifically names holds the 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.