



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

Under certain limited events and circumstances, the Oregon Public Library District Library 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 consumed during three types of events:
  - a. Fundraising events.
  - b. Cultural programming held at the library.
  - c. Educational programming held at the library.
  - d. Events sponsored by the library or that are co-sponsored by the library and another entity. Outside groups or individuals conducting a meeting or event at our library are not allowed to serve alcohol.
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. Serving of Alcohol: Alcohol may be served at pre-approved events by catering staff secured for such purpose by the library. Alcohol may also be served by any library staff member or volunteer who is of legal age and designated by the Director to do so. Those serving alcohol must make sure that no alcohol is sold, distributed or consumed by those persons under the age of 21.
5. 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. Provide a written request at least one week prior to 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.