

	<p>Policy Title Alcohol Guidelines</p>	<p>Policy Number 8.2</p>
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I. Purpose

- a. When there is a desire to serve alcoholic beverages at an event sponsored by the Library, or other Library- or City-related organizations, a written request must be submitted to the Library Director. The Director (or designee) is responsible for the administration of this policy and for establishing administrative procedures for its implementation.

II. Permission

- a. Permission will be granted at the discretion of the Director (or designee). In no case will Library funds be expended for the purchase of alcoholic beverages.
- b. Events must meet the criteria below:
- Alcoholic beverages will only be served to persons age 21 and over.
 - The event will be attended primarily by persons age 21 and over.
 - The event sponsor will ensure that no alcoholic beverages will be served or consumed by persons under the age of 21.
 - The alcoholic beverages are served only by persons age 21 and over.
 - The event will occur when the Library is closed to the public; exceptions may be made with the Board of Trustees' approval.
 - The space for alcohol use is restricted to a specific area.

III. Event Sponsor Guidelines

- a. If an event is approved, the event sponsor must follow these guidelines:
- Follow all Washington State laws regarding alcohol consumption and comply with all Liquor Control Board regulations.
 - Obtain and pay for all required permits. A member of the Library staff must receive copies of these permits 24 hours prior to the event.
 - The sponsor must have liability insurance in an amount no less than \$500K per occurrence and \$1,000,000 in the aggregate. If the Camas Public Library is not the primary sponsor, the Library and the City must be additional insureds.
 - A Certificate of Insurance showing the required coverage, together with an additional insured endorsement showing the names of the City of Camas and the Library Board of Trustees, must be received by a member of the Library staff prior to the event.

Originally adopted as Guidelines Serving Alcoholic Beverages at the Camas Public Library March 6, 2003.

Reviewed and approved by the Library Board of Trustees:

February 1, 2007

Attorney Reviewed: March 25, 2003

Revised as Alcohol Guidelines Policy April 2019