



## Alcohol Policy

**Date of Adoption:**  
February 10, 2015

From time to time there may be occasions where the serving of wine and/or beer may be appropriate. In order to provide guidance for the use of alcohol, the Greenwood Board of Trustees have adopted this policy that shall govern those occasions.

Library hosted events may include beer or wine only under the following conditions:

- Permission must be obtained from the Director to have alcohol during library-hosted events.
- Alcohol may only be served at the library when it is closed to the public.
- All beer and wine service shall be subject to the applicable provisions of Indiana Law.
- Hard liquor is not permitted on library premises.

For private events hosted by other organizations,

- Permission must be requested from the Director at least one month in advance.
- Events including the service of beer or wine shall be limited to non-profit groups, and shall require an additional \$100 damage deposit.
- Alcohol may only be served at the library when it is closed to the public.
- All required permits and licenses will be obtained by the renter and presented to the library at least two weeks in advance of the event.
- At the discretion of the Director, renters may be required to list the library as an additional insured on an insurance policy.
- Hard liquor is not permitted on library premises.
- Alcohol service must conclude no later than 11:00 pm and a minimum of 30 minutes before the conclusion of the event.