



Alcohol Authorization Procedure

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I. Purpose Statement

This procedure is intended to provide a procedure to authorize the use or sale of alcohol, otherwise prohibited by the Rules of Conduct, for special library events. The events which are cause for this exception are special library-sponsored events and those events intended to raise money for the library (e.g. by the Friends of WPL or the WPL Foundation).

II. Procedure

Use and sale of alcohol must comply this procedure as well as all applicable federal, state, and local laws and regulations.

a. Eligible Events

- i. The only events which can be considered to serve or sell alcohol on library grounds are those events sponsored by the library or those events
- ii. All events which would like to include alcohol must submit the "Use or Sale of Alcohol Request" form, attached below in this document, at least 14 days before the event.
- iii. All events must be approved by the Library Director.

b. Serving of Alcohol

- i. Alcohol may only be served by professional caterers or other alcohol professionals and may not be a library employee or Board member.
- ii. Alcohol may only be served when the library is otherwise closed to the public.

c. Sale of Alcohol

- i. Sale or auctioning of donated alcohol may be allowed, for library fundraising purposes only, as per New York State Alcohol Beverage Control Law Section 99(a).
- ii. A copy of the Charitable Permit, as awarded by New York State, must be sent to the library prior to the event.

III. Revision Log

- a. Created: 2/22/2022
- b. Last Reviewed: 2/22/2022
- c. Last Revised: 2/22/2022

IV. Use or Sale of Alcohol Request Form



Webster
Public
Library

Webster Public Library | 980 Ridge Road | Webster, NY 14580 | P 585.872.7075 | websterlibrary.org

Use or Sale of Alcohol Request Form

Date _____

Name _____

Date of Event _____

Email _____

Phone Number _____

Description of Event _____

I, the undersigned, agree to follow all applicable Rules of Conduct, laws, and regulations. Further, I understand this request does not constitute approval to sell or serve alcohol at the *library without the Library Director's approval.*

X

Approved? _____

Date _____

Signed _____

Adam Traub, Director

Notes