Sacramento Public Library Authority

June 17, 2013

Agenda Item 9.0: Revised Alcoholic Beverage Policy for Library events

TO: **Sacramento Public Library Authority Board**

FROM: **Don Tucker, Director of Facilities**

RE: **Alcoholic Beverage Policy and Procedure Revision**

RECOMMENDED ACTION(S):

Adopt Resolution 13-30 approving the Revised Alcoholic Beverage Policy, which clarifies the conditions upon which alcohol may be served at Tsakopoulos Library Galleria events.

REASON FOR RECOMMENDATION

The Sacramento Public Library Authority Board approved a new Alcoholic Beverage Policy and Procedure on April 25, 2013. The new policy requires clarification regarding when alcohol may be served at events held in the Tsakopoulos Library Galleria. The Galleria does not possess a license for service, sales and consumption. The policy is revised to state the ABC license, when needed, shall be provided by the licensed caterer or bar service.

ATTACHMENT(S):

Resolution 13-30, approving the Revised Alcoholic Beverage Policy and Procedure.

Sacramento Public Library Authority

RESOLUTION NO. 13-30

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

JUNE 17, 2013

A RESOLUTION APPROVING THE SACRAMENTO PUBLIC LIBRARY AUTHORITY'S REVISED ALCOHOLIC BEVERAGE POLICY AND PROCEDURE

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. Authorize the Library Director to approve the Sacramento Public Library Authority's revised Alcoholic Beverage Policy and Procedure, attached hereto as Exhibit A.

2. Authorize the Library Director to sign all documents related to this policy within the approved terms.

_____
Phil Serna, Chair
Angelique Ashby, Vice Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Linda J. Beymer, Assistant Secretary

ATTACHMENT(S):
Exhibit A: Revised Alcoholic Beverage Policy and Procedure

Sacramento Public Library Authority

Sacramento Public Library Policies and Procedures

Policy No:			
Title:	Alcoholic Beverage Policy and Procedure		
Department:	Facilities		
Issue Date:	5/1/13	Board Approval Date:	4/25/13
Revision Date:	6/17/13		

I. PURPOSE

Alcoholic beverages are sometimes served in conjunction with Library events. This occurs at the branch level and also at the Tsakopoulos Library Galleria (Galleria). This policy clarifies how and under what circumstances alcohol can be served in compliance with California Department of Alcoholic Beverage Control (ABC) policies.

II. POLICY

a. Alcoholic beverage service in the Galleria:
Alcohol may be sold and consumed in the Galleria only if the service is provided by a licensed caterer or bar service. The licensed caterer or bar service must obtain and hold an ABC license for each event. T

b. Alcoholic beverage service in other areas of the Library:
In other areas of the Library, alcoholic beverage service is permissible only if either subsection i or ii applies:

i. The event organizer obtains a daily license from the ABC, with the Library Director's written approval (Cal. Bus. & Prof. Code §24045.1 et seq., 4 C.C.R. 59, 59.5; ABC Forms 221, 532), **or**
ii. The requester is the Library, the Friends of the Sacramento Library, or the Sacramento Public Library Foundation **and**:
    1. There is no sale of an alcoholic beverage; **and**
    2. The premises are not open to the general public during the time alcoholic beverages are served, consumed, or otherwise disposed of. (Cal. Bus. & Prof. Code §23399.1).

** Pursuant to California Business and Professions Code section 23025, "sale" includes any transaction whereby, for any consideration, title to alcoholic beverages is transferred from one person to another, and includes the delivery of alcoholic beverages pursuant to an order placed for the purchase of such beverages and soliciting or receiving an order for such beverages, but does not include the return of alcoholic beverages by a licensee to the licensee from whom such beverages were purchased.*

c. For all alcoholic beverage service at the Library:

i. Alcoholic beverages must be delivered in unopened containers and all empty containers must be disposed of or recycled offsite after the event ends.
ii. Care must be taken by the event organizers during the event to ensure that no one under 21 is served, and no attendees become inebriated.
iii. The event organizer is expected to comply with all California laws, including but not limited to the California Alcoholic Beverage Control Act (Cal. Bus. & Prof. Code §23000, et seq.), any interpretive regulations, and any information, instructions or directives provided by the California Department of Alcoholic Beverage Control.

III. PROCEDURES

a. Alcohol Beverage Service in the Galleria :

i. Galleria space is requested and reserved according to established Galleria policies and procedures.
ii. Alcoholic beverage service must be provided by a contracted caterer or bar service in the Galleria. The licensed contractor shall obtain and hold the necessary ABC license for each event.

b. Alcohol Beverage Service in Other Areas (unlicensed space):

i. The Library community room must be reserved through the standard room booking procedures, with Branch Supervisor approval.
ii. The reservation request must state alcohol will be served at the event.
iii. The reservation request must state whether the event organizer will obtain a daily license from the California Department of Alcoholic Beverage Control ("ABC").
iv. If the event organizer will be obtaining a daily license from the ABC:
    a. The event organizer must first obtain written authorization from the Library Director. The authorization should state the date, time, place and type of alcoholic beverages to be served.
    b. The event organizer must present the Library with a copy of the ABC license prior to the event.
v. If the event organizer will not be obtaining a daily license from the ABC, the reservation request must state the following:
    a. The applicant is the Library, the Sacramento Friends of the Public Library, or the Sacramento Public Library Foundation.
    b. Alcoholic beverages will not be sold.
    c. The event is not open to the public.
vi. The reservation request must state the applicant has reviewed the Sacramento Public Library Authority's Alcoholic Beverage Policy and agrees to abide by it.

IV: GUIDELINES and DEFINITIONS

None

Sacramento Public Library Authority

V. FORMS
Galleria room request: http://www.librarygalleria.com/#Contact
Branch community room request: http://cal.saclibrary.org/roomrequest.asp
ABC one-day license request: http://www.abc.ca.gov/FORMS/ABC221-2010.pdf

APPENDIX : RELATED POLICIES
Galleria policies: http://www.librarygalleria.com/#Policies