



# Sacramento Public Library Authority

April 25, 2013

Agenda Item 12.0: Alcoholic Beverage Policy for Library events

**TO: Sacramento Public Library Authority Board**

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

**RE: Alcoholic Beverage Policy and Procedure**

**RECOMMENDED ACTION(S):**

Adopt Resolution 13-14 approving the attached Alcoholic Beverage Policy, which codifies the circumstances in which alcoholic beverages may be served and consumed in Sacramento Public Library facilities. This policy also helps staff understand the processes for acquiring the necessary permits from Alcoholic Beverage Control (ABC) for service and consumption at public events.

**REASON FOR RECOMMENDATION**

Sacramento Public Library occasionally receives requests to allow alcoholic beverage service and consumption in Library buildings. This policy specifies the conditions under which that may take place in compliance with ABC regulations. While ABC regulations have been in place for many years, there have never been clear compliance procedures for Library staff to follow. This policy and related procedure will give staff those tools.

Additionally, many City jurisdictions have policies related to alcohol consumption in public buildings. This policy and procedure is consistent with those jurisdictional policies.

**ATTACHMENT(S)**

Resolution 13-14, a resolution approving a policy that codifies the circumstances in which alcoholic beverages may be served and consumed in Sacramento Public Library facilities.



# Sacramento Public Library Authority

## RESOLUTION NO. 13-14

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

April 25, 2013

### **A RESOLUTION APPROVING AN ALCOHOLIC BEVERAGE POLICY THAT CODIFIES CIRCUMSTANCES IN WHICH ALCOHOLIC BEVERAGES MAY BE SERVED AND CONSUMED IN SACRAMENTO PUBLIC LIBRARY FACILITIES**

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

1. Authorize the Library Director to approve the policy attached hereto as Exhibit A, defining the circumstances under which alcoholic beverages may be served and consumed in Sacramento Public Library facilities.
2. Authorize the Library Director to sign all documents related to this policy within the approved terms.

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Phil Serna, Chair

ATTEST:

Rivkah K. Sass, Secretary

By: \_\_\_\_\_  
Linda J. Beymer, Assistant Secretary

**ATTACHMENT(S):**

Exhibit A: 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:			

### 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:

The Galleria Complex is the only space at the Library that is licensed for alcoholic beverage sales and consumption. As such, alcohol may be sold and consumed in the Galleria **as long as the service is provided by a licensed caterer or bar service**. The Galleria's operating procedures spell out how this service may be arranged through the event planning staff.

#### b. Alcoholic beverage service in other areas of the Library:

The other spaces in the Library are not licensed for alcoholic beverage sales or consumption. As such, 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 (licensed space):
  - 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.
- 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.



# Sacramento Public Library Authority

## **IV: GUIDELINES and DEFINITIONS**

None

## **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>