



## **LS 404 Alcohol Use During Special Events**

Section: 400-Facilities

Effective: January 2019

### Purpose

The use of alcoholic beverages on library property is strictly prohibited except in accordance with the provisions of this policy.

### Policy

The use of alcoholic beverages in County library facilities that are closed to the general public and open only for a special event hosted by an organization, require approval by the Library Board based on the following criteria set forth under BOCC policy 08.01.00.01, Use of County Owned Real Estate:

1. The nature of event;
2. The number of attendees at the event;
3. The property requested;
4. The health, safety and welfare of County residents;
5. The event must be of a not-for-profit nature;
6. The expected duration of the event;
7. The date and time of the event;
8. Any other factor that may be unique to the particular request.

Any organization reserving library space must not unlawfully discriminate in its membership practices. The event should not require a reduction of public service hours. Public service hours must be mitigated (i.e., if we close early, we must open early) with advanced public notice. Not-for-profit groups and other organizations requesting to serve alcohol during a special event at any library facility must apply in advance and receive Library Board approval.

The sponsoring organization must utilize certified or licensed bartenders for the event. The sponsoring organization must also provide a Certificate of Insurance naming the County as additional insured and providing general liability insurance coverage to a level not less than \$1,000,000.00 per occurrence, which coverage levels may be increased or amended in the future as determined by the Hillsborough County Risk Management Department.

The sponsoring organization is responsible for supplying security through a hired off-duty Hillsborough County or City of Tampa law enforcement officer.

Attendees under the age of 21 must be accompanied by a parent or guardian. All events must adhere to applicable Florida Statutes, Americans with Disabilities Act (ADA), Fire Marshall Regulations and safety rules (see LS401 Facilities Use Appearance and Maintenance).

Notwithstanding this policy, no alcoholic beverages shall be furnished to or consumed by on-duty County employees while on County property in accordance with the County's substance abuse policies.

## Procedure

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Any organization requesting permission to serve alcoholic beverages in a County library facility must meet the previously approved criteria in policy LS711 Meeting Spaces and observe all applicable Library and County policies and procedures.

The sponsoring organization must submit a Special Event Alcohol Use Request form (the Request) at least 3 months prior to the proposed event. The request should be submitted to the Director's Office via email to [LibraryBoard@HCFL.gov](mailto:LibraryBoard@HCFL.gov) or by US Postal Service mail to Tampa Free Library, 102 E 7<sup>th</sup> Ave, Tampa FL 33602.

The request must first qualify based on public library service schedules with a recommendation from the Library Director prior to review by the Library Board.

All Library Board meetings are open to the public with time set aside for public comment. The sponsoring organization should have a representative present during the Library Board's review of the request. Library Administration will provide written notice of the outcome to the requesting organization.