

OPERATIONS

Food and Beverages

- I. STATEMENT** The Red Jacket Community Library seeks to keep its facility a clean, comfortable environment for patrons, staff, and volunteers, including times when food and beverages are brought into the Library.
- II. PURPOSE** To establish rules and guidelines that specify what types of foods and beverages may be consumed in the Library and identify which areas food and beverages are allowed.
- III. POLICY**
- A. ALLOWED FOOD AND BEVERAGES**
1. Snacks, finger foods, or wrapped items that are odor-free and unlikely to leave stains are allowed except in designated areas.
 2. Water and other hot or cold, non-alcoholic beverages contained in covered, spill-proof containers are allowed, except in designated areas.
- B. RESTRICTED USE**
1. Food and beverages are NOT allowed near Library electronic equipment, including the public computer stations or printers.
 2. Group meals and food delivery are not allowed, except as approved in advance by the Director for meetings or gatherings in public meeting rooms.
 3. Alcoholic beverages may be consumed or served in compliance with this policy and any applicable federal, state, or local law or regulation.
 - a. Alcoholic beverages will be limited to wine, beer, and hard cider.
 - b. No alcoholic beverages may be served except during such times as there is host liquor liability insurance in effect, approved by the Library's Board of Trustees ("Board"), and covering the Library, its employees, and trustees.
 - c. Alcoholic beverages may be consumed at Board approved Library events with prior Board approval.
 - d. Library events in which alcohol is approved to be served and consumed on Library premises will be limited to no more than six events in a calendar year. Library events that include alcoholic beverages will be limited to a single two-hour period.
 - e. Any alcoholic beverage served on Library premises must be free of charge. No alcoholic beverage may be served at any Library event in which there is an admission fee or charge required of the invited guests to participate in the event.
 - f. Attendees at Board approved Library events in which alcoholic beverages are served, or consumed, shall be of legal age and shall provide legal documentation of such upon request.
 - g. Those serving any alcoholic beverage at Board approved Library events must be of legal age and must not be a Library employee or Board member. Those serving alcoholic beverages at Board approved Library events shall not be under the influence of alcohol

while serving alcoholic beverages to guests and may refuse service to attendee(s) under the influence of alcohol if deemed appropriate or necessary.

- h. The Library reserves the right to require any person to cease consuming any further alcoholic beverage, leave the Library premises, or both, if it determines, in its sole and absolute discretion, that the behavior of such person is, or appears to be, adversely impaired due to the influence of alcohol.
- i. Any person bringing their own alcoholic beverage to an event on Library premises shall bring it solely for their own consumption.
- j. Food will be available at any Library event in which alcoholic beverages are approved to be served or consumed, except when each alcoholic beverage brought to the event is solely for consumption by the person bringing it.
- k. Non-alcoholic beverages will be available as an alternative to alcoholic beverages being served at Board approved Library events.
- l. The cost of any alcoholic beverages shall not be directly or indirectly borne by the Library.

C. OTHER CONSIDERATIONS

- 1. Unattended food or beverages will be removed and discarded.
- 2. Food or beverages should be consumed in a responsible and courteous manner.
- 3. Patrons must discard all trash after eating or drinking.
- 4. Patrons must clean up food or beverage spills immediately and report any stains to staff.
- 5. Patrons violating this policy will be asked to remove the food or beverage from the area.

IV. REFERENCES (None)

Revision History	
02/27/2023	Added restricted use section including conditions on serving or consuming alcoholic beverages. Reformatted in accordance with Policy 100-2.