

SUBJECT: ALCOHOL USE DURING SPECIAL EVENTS

EFFECTIVE: MAY 26, 2016

SUPERSEDES: 9/2011

1. PURPOSE:

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

2. POLICY:

- B. 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, shall require approval by the Library Board based on the following criteria set forth under BOCC policy 08.01.00.01:

- 1) The nature of the event;
- 2) The number of event attendees;
- 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.

- C. Any organization reserving library space must not unlawfully discriminate in its membership practices.

- D. 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.

- E. Not-for-profit groups and other organizations wishing to serve alcohol during a special event at any library facility must apply in advance and receive Library Board approval.

- F. The sponsoring organization must utilize certified or licensed bartenders for the event.

- G. No minors (under age 21) shall be in attendance (in support of [FL Statute 562.11](#)) unless accompanied by or express written consent from a parent or guardian is provided.

- H. All events shall adhere to Americans with Disabilities Act (ADA), Fire Marshall regulations and safety rules (see *LS506, Facilities Appearance, Use and Maintenance*).

- I. The sponsor shall be responsible for supplying security through a Friends contact and/or hired off-duty Hillsborough County Sheriff or City of Tampa Police.
- J. Notwithstanding this policy, no alcoholic beverages shall be furnished to or used by on-duty County employees while on County property in accordance with *BOCC Policies 02.05.00.00 and 02.03.00.00*, and *HR-6.05, Drug Free Work Place*. The agency or department responsible for managing the property shall have primary responsibility of supervising the public use of the property.

3. PROCEDURE:

- A. Any organization requesting permission to serve alcoholic beverages on County Library property must follow the procedures listed below. The Library Board will use criteria listed under *BOCC policy 08.01.00.01* when making its decision.
 - 1) Any organization requesting permission to serve alcoholic beverages in a County library facility must meet the previously approved criteria in policy [LS536, Meeting Spaces](#), and observe all applicable Library and County policies and procedures.
 - 2) The sponsoring organization must obtain a Special Event Alcohol Use Request application from a service desk at any Library in the Tampa-Hillsborough County Public Library.
 - 3) The sponsoring organization must submit a completed Special Event Alcohol Use Request at least three (3) months prior to the proposed event. The request may be mailed to the Director's Office, John F. Germany Library, and 900 N. Ashley Drive, Tampa FL 33602, or via email at board@thpl.org, or by fax (813) 273-3707.
 - 4) The request must first qualify based on public library service schedules with a recommendation from the Library Director.
 - 5) The request shall be reviewed by the Library Board Policy & Bylaws Committee with a recommendation to the Library Board for a final decision. Review of the request shall be posted on a Policy & Bylaws Committee agenda and open for public comment.
 - 6) All Library Board meetings are open to the public with time set aside for public comment. The sponsoring organization may wish to have a representative at both the Policy & Bylaws Committee and Library Board meeting to participate in the review of the request.
 - 7) The Library Board shall vote on the request during the scheduled meeting, and Library Administration shall notify the requesting organization in writing of the decision.

4. AUTHORITY:

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the

Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director