

**South Pasadena Public Library  
Community Room Alcohol Policy**

While the Library permits alcohol to be served in the Community Room, appropriate restraint must be used both by those serving alcohol and by guests consuming alcohol to ensure the safety of property and all participants. In light of this purpose, the following rules apply.

**Deposit:** If any user of the Community Room intends to serve alcohol at an event, the user will provide a deposit in the sum of \$250 to cover damages although the user is also responsible to cover additional damages which may exceed \$250. A refund of monies not used to cover damages will be made.

No deposit will be required of any City agency or official, nor the Friends of the South Pasadena Library or any other adjunct organization associated with the Library.

**Insurance:** Users of the Community Room who will be serving alcohol must provide insurance coverage as determined by the City's current requirements. If the user's insurance cannot meet this requirement, a one-day special events policy must be purchased from the City. The insurance fee is based upon the type of event and number in attendance.

**Forms of Alcohol Permitted:** The only forms of alcohol that may be served in the Community Room are beer and wine. No "hard liquor" may be served.

**Sale of Alcohol Prohibited:** There shall be no sale of alcohol in the Community Room by any user thereof.

**Miscellaneous:**

- Alcohol may not be served during set-up time (i.e., prior to the scheduled start time of the event), and service of any alcoholic beverages must end one hour before the time slated for the event to end (and in any case no later than 10 p.m.).
- Alcohol may not be served to anyone under age 21. Failure to comply, monitor, and enforce this prohibition is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City property as a result of alcoholic beverages being served to and/or consumed by a person under age 21 on Library premises shall be the sole responsibility of the organization, its sponsor, or the adult representative.
- Alcohol is only permitted in the Community Room itself. Alcohol may not be served or consumed in the adjacent park, balconies, or on the Community Room entrance patio and steps.
- Additional staff may be required at an event at which alcohol is served. The cost of any additional staff is the responsibility of the user and will be included in the rental fee charged to the user.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

