

**Chattanooga Public Library**  
**Alcohol Policy**

1. Unless specifically authorized by the Chattanooga Public Library (“CPL”) administration for facility events, alcohol is not permitted on library property.
2. CPL allows alcoholic beverages to be served at events only when a charitable or nonprofit organization is renting the space. If CPL consents to the service of alcohol at any event held on library property, the charitable or nonprofit organization is subject to compliance with the following rules and regulations:
  - (a) Obtain a Special Occasion License from the State of Tennessee Alcohol and Beverage Commission Liquor and Wine License and current City of Chattanooga Beer License and deliver a copy of such license to CPL at least seven (7) days prior to the event.
  - (b) Dispense alcohol only by bonded bartenders whether the alcohol is complimentary to the guests or sold at a cash bar.
  - (c) Attend bars at all times during the event.
  - (d) Check identifications of anyone being served alcohol to ensure guests are 21 years of age.
3. Bars must be attended at all times once stocked. Bars must be set up in well-lit areas.
4. The event must be a private event, not open to the public. Guests may attend the event by non-transferable invitation only.
5. The sponsor or co-sponsor of the event must provide a *general liability insurance policy* for the event in the amount of \$2,000,000 with the City of Chattanooga and Hamilton County named as additionally insureds when alcohol is served. This includes events co-sponsored by CPL.
6. CPL does not provide set –ups (glasses, mixers, ice, etc.)
7. Alcohol cannot be served unless food is available.

Approved by the Chattanooga Public Library Board of Directors on March 22, 2017. This Alcohol Policy replaces the policy approved on September 21, 2016.