



USE OF THE LIBRARY FOR SPECIAL EVENTS POLICY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

GENERAL POLICY: The Library facilities under the control and custody of the Kenosha Public Library Board of Trustees shall not be open to the public for use before or after normal Library business hours, except for special events meeting the following guidelines.

SPECIAL EVENT GUIDELINES: Organizations whose mission and purpose is similar to and compatible with the mission and purpose of the Kenosha Public Library, such as the Friends of the Kenosha Public Library, the Kenosha Public Library Foundation, and the Kenosha Literacy Council, may hold events at Kenosha Public Library facilities before or after normal Library business hours upon application to and approval by the Kenosha Public Library Board of Trustees under the following conditions:

1. The event proposed by the applicant is compatible with the mission and purpose of the Kenosha Public Library;
2. The applicant agrees to indemnify and hold harmless the Library and its officers, employees, and agents from and against any and all liability claims, damages, expenses, attorney fees, judgments, settlements, or costs they may sustain should any person or party incur or suffer death, personal injury, or property loss or damage as a result of any act or omission arising out of the applicant's use of a Library facility;
3. The applicant obtains liability insurance for at least \$1,000,000 for the duration of the event;
4. The applicant executes the Library's "Facility Use Agreement," which specifies the terms of the applicant's use of the Library's facilities and applicant's responsibilities;
5. The applicant obtains all applicable licenses and permits for said event, if any are required, i.e., food, beverages, and alcohol licenses and permits.

USE OF ALCOHOLIC BEVERAGES: The sale, distribution, and consumption of intoxicating liquor on Kenosha Public Library premises is prohibited at all times. The sale, distribution, and consumption of fermented malt beverages and wine on Kenosha Public Library premises may be allowed under the following conditions:

1. If the applicant charges a fee or requests a donation to attend said event, the applicant must obtain a Temporary Class "B" license as a condition of selling, providing, distributing, or permitting the consumption of fermented malt beverages and wine and abide by all requirements of said license;

2. If the applicant does not charge a fee or request a donation to attend said event, and if the event is not open to the general public, the applicant is not required to obtain a Temporary Class "B" license as a condition of providing, distributing, or permitting the consumption of fermented malt beverages and wine;
3. The applicant must be responsible for the lawful provision, distribution, and consumption of fermented malt beverages and wine.

Decisions made by the Library Board of Trustees are final and not subject to appeal.