



Town of Shelburne, Vermont

CHARTERED 1763

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Policy 16 – 02

Effective: September 27, 2016

Purpose(s): (i) To help the Pierson Library facilitate key fundraising events; (ii) to celebrate landmarks, milestones, and community events; (iii) to provide the ability to serve alcohol at library-related or sponsored events such as book readings, openings, or dedications; and (iv) to increase the Pierson Library's ability to function as a festive and welcoming community center where people socialize.

Authority: This policy is adopted under the authority of the Shelburne Selectboard pursuant to §147 – 5.1 (2) of the Town Charter and by the Library Board of Trustees pursuant to 22 V.S.A. § 143(a).

Procedure: The use or consumption of alcoholic beverages on Library property is strictly prohibited except in accordance with the provisions of this policy.

1. Alcohol¹ may only be served at library-related or -sponsored events that are approved in advance by the Library Director and align with the stated purpose(s) of this policy.
2. Alcohol served at the library will be limited to a period of not more than six consecutive hours per event, in accordance with 7 V.S.A. §2(39)².
3. During regular Library hours alcohol is permitted in the conference room, adult collection, upper floor of the Town Hall, and lobby areas only. Other areas may be designated at the discretion of the Library Director when the Library facility is closed to the general public.
4. The following conditions must be satisfied before permission to serve alcohol at the library will be granted:
 - a. An outside, third-party vendor legally authorized and properly insured to serve catered events receives approval from the Library Director.
 - b. If 4a is not satisfied, then the following would be required:
 - i. The Library Director must have a valid certification from the State of Vermont Department of Liquor Control First Class Seminar on file with the Town Clerk.

¹ Defined in this policy as beer and wine served by the glass

² 7 V.S.A § 2(39) "Public library or museum permit": a permit granted by the Liquor Control Board permitting a public library or museum to serve malt beverages or vinous beverages, or both, by the glass to the public for a period of not more than six hours during an event held for a charitable or educational purpose, provided that the event is approved by the local licensing authority. A permit holder may purchase malt beverages or vinous beverages directly from a licensed retailer. A permit holder shall be subject to the provisions of this title and the rules of the Board regarding the service of alcoholic beverages. A request for a permit shall be submitted to the Department in a form required by the Department at least five days prior to the event and shall be accompanied by the permit fee required by subdivision 231(a)(24) of this title.674403.1

- ii. The Library Director must fill out an application from the State of Vermont Department of Liquor for a permit to serve alcohol.
- iii. The permit must be approved by the Library Director 5 days before the proposed event.
- iv. The approved permit, a copy of the First Class certification, and required fee must be submitted to the Vermont Liquor Control Board at least 5 days before the event in accordance with 7 V.S.A. §2(39).
- v. Notification of the permit must be submitted to the Town Clerk, Town Manager, and Police Department at least 1 day before the event.

5. The following conditions must be satisfied before consumption of alcohol will be granted:

- a. The requirements of 4a or 4b have been met; OR
- b. If 4a is not satisfied then the following would be required (BYOB event)³:
 - i. Approval from the Library Director; and
 - ii. A staff member will be present at the event.

6. Restrictions:

- a. Alcohol may not be sold for profit within the Library.
- b. Alcohol is not permitted at youth activity events.
- c. All alcohol must be removed by the event organizers.

Adopted: By the Library Trustees August 18, 2016

Adopted: By the Shelburne Selectboard September 27, 2016

³ The BYOB Policy will be reviewed six (6) months from adoption