

ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL  
at the Iowa City/Johnson County Senior Center (The Center).

The following Administrative Rules regarding the use of alcohol are adopted pursuant to Iowa City Code 4-5-3, and approved by the Senior Center Coordinator and Commission, and the City Manager of Iowa City.

The Center Coordinator, or designee, is authorized to issue written permission to a Renter, via an addendum attached to an approved Rental Application, for the use of alcohol in the Assembly Room and First Floor Lobby of The Center pursuant to these administrative rules. The following rules apply:

1. The City will have a designee present for the duration of the event. Said designee is authorized to take action on behalf of the City.
2. A damage deposit shall be required for each event, as set by the City, or designee. The Renter shall be personally responsible for any and all damages caused by Renter or any guests, including those damages not covered by the damage deposit.
3. The Renter must be 21 years of age or older, and provide proof thereof via a government-issued photo I.D. upon request.
4. No person under the legal drinking age may possess or consume alcoholic beverages at The Center.
5. All alcoholic beverages must be consumed in the Assembly Room or first floor lobby. No possession or consumption of alcohol is allowed anywhere else on City property.
6. The Center, or its designee, reserves the right to cut any guest off from further possession or consumption of alcohol, should their behavior, in the opinion of the City or designee, warrant it. Failure to act responsibly and maintain self-discipline may result in removal of the individual from the premises, legal intervention, or termination of the event.
7. No liquor shall be permitted. Renters may bring their own wine or beer only if catering services are not utilized. If catering services are utilized, any and all wine and beer possessed or consumed must be provided by the caterer.
8. Wine and beer (not liquor) may be sold through a cash bar only if said sales are conducted by a caterer or other provider fully licensed to do so, and only if the license(s) and proof of insurance are placed on file with the Senior Center Coordinator or designee no later than two weeks beforehand. Sales of wine or beer outside the Assembly Room or first floor lobby are allowed only for events sponsored or co-sponsored by the City, and only by liquor licensees acting pursuant to a liquor license then in effect for The Center.

9. If the event is not catered, the Renter may provide wine and beer (not liquor) to guests only if the guests are not charged. No sales, cup sales, "suggested" or "free-will" donations, and/or tickets, or other forms of reimbursement are allowed. If there is evidence that alcohol has been sold to guests, other than by a fully licensed caterer, the event will be terminated immediately, and law enforcement notified.
10. Renter agrees to provide evidence of insurance coverage in the amount of \$1,000,000 for the event. If the Renter is unable to secure the necessary insurance policy, the applicant may apply for a "special event supplemental policy for tenant users" with the City's insurance carrier.
11. Renter agrees to indemnify, defend, and hold harmless the City against any and all claims related in any way whatsoever to the Renter or any of Renter's guests consuming alcoholic beverages, or any behavior that arguably resulted from the Renter or guest consuming alcoholic beverages.
12. The Center Coordinator or designee may place additional reasonable conditions on the use of alcohol in The Center Assembly Room or First Floor Lobby, which conditions shall be attached to the public rental permit along with the written permission.

**I HAVE CAREFULLY READ AND UNDERSTAND THIS DOCUMENT, AND AGREE TO ALL TERMS CONTAINED HEREIN. I AM SIGNING THIS FREELY AND WITHOUT RESERVATION OR CONDITION.**

\_\_\_\_\_  
Permit Applicant Printed Name

\_\_\_\_\_  
Permit Applicant Signature, date