

**Community Outreach Center-Macomb
Rules & Conditions – Food & Alcohol
Office of Community Outreach
Spoon River College**



This document details processes regarding the serving/selling of food or alcoholic beverages at the Spoon River College Macomb Outreach Center.

FOOD

Food being served at events “**Open to the Public**” must be provided by a licensed caterer or must follow the McDonough County Health Department guidelines. This may mean registering your event or applying for a temporary food service license. For questions regarding these guidelines please contact the McDonough County Health Department Environmental Health Division at 309-837-9951, or visit www.mchdept.com/EnvironmentalHealth/FoodSafetyProgram.html.

- Copy of appropriate license/registration must be provided for each individual event by renter to Spoon River College and will be kept on file at the SRC Macomb Outreach Center

“**Private**” (non-public) events are not required to follow Health Department food guidelines. Therefore, you can provide your own food. However, SRC encourages adherence to the guidelines for the health safety of your group.

ALCOHOL

Alcohol is not allowed at the SRC Outreach Center unless special permission is granted by a Vice President or President of Spoon River College. For additional information contact Velvet Powell at 309-833-6033.

SELLING & Serving of alcohol on site:

- Renter must utilize a vendor with an appropriate Liquor License in order to sell alcohol on site. Those interested in applying for a special event Liquor License can contact the Macomb City Mayor’s Office at 309-833-2558. Copy of appropriate license must be provided by renter and on file at the SRC Macomb Outreach Center at least one week prior to event.
- Proof of appropriate liability insurance with Spoon River College listed as an “additional issued party” must be provided by renter to SRC at least one week prior to event, and will be kept on file at the SRC Macomb Outreach Center.

SELLING Packaged Alcohol on site (example: bottles of wine):

- Renter must confirm that vendor has a license to sell alcohol in IL. Copy of appropriate license must be provided by renter and on file at the SRC Macomb Outreach Center at least one week prior to event.
- Renter must contact the Macomb City Mayor’s Office at 309-833-2558 to make sure there aren’t any issues with the sale of alcohol in Macomb. A special event Liquor License might be required. If approved by City of Macomb, correspondence from the Mayor’s office will need to be on file at the SRC Macomb Outreach Center.

SERVING of alcohol on site (When alcohol is provided at no charge to guests):

- Proof of appropriate liability insurance with Spoon River College listed as an “additional issued party” must be provided by renter to SRC at least one week prior to event, and will be kept on file at the SRC Macomb Outreach Center.

**Spoon River College, Community Outreach Center, 2500 E Jackson St, Macomb
309-833-6031, www.src.edu/outreach**