

**FIRST CHURCH DEDHAM
ALCOHOL POLICIES AND GUIDELINES
JANUARY 2015**

First Church Dedham has recently received information from our insurance company, Church Mutual Insurance, regarding insurance coverage related to the use of alcohol at First Church Dedham. These policies are summarized below and will guide all future events and building use at First Church Dedham.

I. Intent and Authority

The policies below are intended to ensure that the use of alcohol at First Church Dedham:

Is in compliance with applicable laws and regulations and is covered by insurance.

Maintains a comfortable and safe environment for our church community, consistent with our UU values.

The Deacons, in consultation with the Chairs of the Parish Committee, reserve the right to change or waive these policies and guideline and otherwise to prohibit, limit, condition, or restrict from time to time in their sole discretion the use of alcohol on the Church properties.

II. When Alcohol May be Served

A. Church Events

Alcoholic beverages may be served at church events that meet all of the following conditions:

1. The consumption of alcohol is incidental to the main purpose of the sponsored activity (as a condition of coverage by Church Mutual)
2. There is no charge for drinks, admission fee to, or facility rental fee associated with the event. (i.e. beverages are not being sold, which would require a one-day town license).
3. The event is primarily attended by church members or a related religious service (e.g. memorial service)
4. The event is primarily attended by adults (of legal drinking age), and youth present are in a different area.

If a committee or sponsor of a church event wants to sell alcoholic beverages or serve alcohol at an event where consumption is NOT incidental to the main purpose of the activity, the sponsor needs to obtain written permission for the event from the Deacons of First Church Dedham. In addition to demonstrating

the reason for the event, the sponsor would need to present a plan for meeting town licensing requirements, complying with state ABC requirements, and obtaining insurance coverage through use of a certified bartender or special policy rider.

B. Non-Church Events

If church properties are used for an event at which alcohol will be served, either by a church member or third party, the user must:

1. Request permission from the Church office to serve alcohol, when completing the required Building Use Form.
2. Identify the person who will be hosting the event and responsible for obtaining all required documents.
3. Provide a certificate of insurance, including host liquor liability, naming First Church Dedham as an additional insured (this may be done individually or through a certified bar tender or caterer)

In no event may alcohol be sold to guests without special permission of the First Church Deacons. Any request for this permission will require documentation of compliance with town licensing and state ABC requirements, as well as insurance coverage.

III. General Policies for Serving Alcohol

At the time space is requested by completion of the Building Use Form, all users (church members and others) must identify any event where alcohol will be served.

The host of the event is responsible for ensuring that following policies are followed:

1. Written notices and invitations, if any, issued in advance of an event at which alcohol will be served, should indicate that alcohol will be served.
2. No alcoholic beverages may be left unattended on the premises.
3. Non-alcoholic beverages must be available whenever alcoholic beverages are served.
4. It is recommended for larger events that at least one server be a TIPS certified bartender. Servers must be 21 years old.
5. Under no circumstances may alcohol be served to anyone under age 21. Servers must card young adults before serving.
6. Host should ask attendees not to leave their drinks unattended and host must remove and dispose of unattended drinks periodically throughout the event.
7. Host will display near the alcohol a list of area cab companies, along with a note encouraging designation of a sober driver before imbibing.

8. Donations may be solicited to cover event expenses, but money may not be collected at the bar (i.e. in conjunction with serving of alcohol)

Failure to comply with these policies and guidelines may cause an event to be canceled. Non-church sponsored events, including parties hosted by church members, may serve alcohol only with a one day certificate of insurance, naming First Church Dedham as additionally insured. These certificates can be purchased by from the companies with whom individuals have homeowners or renters insurance and must be on file at the Church office at least one day before the event is scheduled.