

Serving of Alcoholic Beverages

United Church of Christ, Congregational, of Boxborough

Effective Date: May 23, 2021

1. Purpose

UCCB seeks to welcome and serve all God's people. In order to do so, the church must purposefully define the policy and procedures under which alcoholic beverages can be served at church events, either on church property or at other locations, including the homes of parishioners. The church must also stipulate the requirements for serving alcoholic beverages at events run by parishioners on church property or by people who use our facilities.

2. Definitions

An *alcoholic beverage* is a drink that contains Ethyl Alcohol, or ethanol, an intoxicating agent produced by fermentation of grains, fruits, or other sources of sugar. The Commonwealth of Massachusetts has laws regulating the production, sale, and consumption of alcoholic beverages.

A *church event* is an event for a group of parishioners, or for all parishioners, that is not marketed to the general public. A church event may or may not be held on church property.

An *event supervisor* is the responsible person over 21 years of age identified on the Alcohol Service Request Form, which is completed in conjunction with a rental application for church facilities when the serving of alcoholic beverages in the rented space is desired. The event supervisor is required to attend and supervise the event and will ensure compliance with all laws and church policies for serving and consuming alcohol.

A *minor* (for purposes of alcohol consumption) is any person under the age of 21 years.

A *private event* is an event held on church property that is open only to invited guests or open or advertised to a specific group of people not officially associated with the church.

A *public event* is an event held on church property that is open to the general public.

3. Policy

The church is committed to providing a safe and healthy environment for all who attend church events, or other events on church property. This commitment requires that we establish procedures for responsible alcohol use at any church events and on all church property. This commitment also requires that we be respectful of those who choose to abstain from alcohol.

4. Procedures

4.1 Church Events Held on Church Property

There will be no serving or consumption of alcoholic beverages at church events held on church property.

4.2 Church Events Not Held on Church Property

The following rules govern the serving and consumption of alcoholic beverages at church events not held on church property (for example, in parishioners' homes, on mission trips, on retreats, or on other outings):

1. Moderation must be observed in the consumption of any alcoholic beverages, and no alcohol will be served to anyone who is visibly intoxicated.
2. The host or leader should be aware of the rate of alcohol consumption, and monitor appropriately.
3. All laws regarding alcohol use must be complied with, including those related to the sharing of alcoholic beverages and the prohibition of serving alcohol to minors.
4. Only beer, wine, champagne, and/or hard cider will be served.
5. Non-alcoholic beverages must also be served, with equal prominence and availability as the alcoholic beverages.
6. Food must be served at all events where alcoholic beverages are served.
7. Any food or drink served, whether hot or cold, that contains alcohol must be clearly labeled as such.
8. No alcoholic beverages may be consumed by adults accompanying children or youth on church-related outings or mission trips.
9. No alcohol will be served before or during a Church business meeting. This applies to all church board and committee meetings, all church school leadership meetings, and all youth group or mission trip leadership meetings.

4.3 Public or Private Events Held on Church Property

The following rules govern the serving and consumption of alcoholic beverages at all public or private events held on church-owned property:

1. In addition to the Rental Agreement, an Alcohol Service Request Form must be completed and approved by the Moderator and a Council Representative at least 30 days prior to the event. The person completing the Rental Agreement and the Alcohol Service Request Form must be at least 21 years of age.
2. A Security Deposit of \$250 is required for an event where alcoholic beverages are served. This deposit must be paid at the time of reserving the space. If the Facilities

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- Use and Alcoholic Beverages policies are followed, and if there is no property damage, the deposit will be returned by mail within two weeks after the event.
3. The person or organization hosting the event must obtain a one-day liquor license for the day of the event at the Boxborough Town Hall
 4. Insurance Coverage - The person or organization hosting the event shall obtain the following minimum insurance coverages and provide a certificate of insurance to UCCB for review and approval. The certificate shall be furnished a minimum of 7 days prior to the event, unless otherwise agreed to. a) Public insurance policy with a minimum limit of \$1,000,000. b) Contains liquor liability clause. c) UCCB will be named as an additional insured. d) The insurance company will have a rating of "A" or better with A.M. Best's Key Rating Guide.
 5. A responsible adult over the age of 21 must be identified as the event supervisor. The event supervisor must remain on site for the duration of the event to oversee the serving of alcohol and ensure that all alcohol remains within the rented space. The event supervisor may not consume alcoholic beverages while performing their duties
 6. Moderation must be observed in the consumption of any alcoholic beverages, and no alcohol will be served to anyone who is visibly intoxicated.
 7. All laws regarding alcohol use must be complied with, including those related to the sharing of alcoholic beverages and the prohibition of serving alcohol to minors.
 8. Only beer, wine, champagne, and/or hard cider will be served.
 9. Non-alcoholic beverages must also be served, with equal prominence and availability as the alcoholic beverages.
 10. Food must be served at all events where alcoholic beverages are served.
 11. Any food or drink served, whether hot or cold, that contains alcohol must be clearly labeled as such.
 12. No alcoholic beverages will be sold in any manner. Exceptions may be made by a majority vote of Council or for businesses already holding a liquor permit.
 13. Following the event, no alcoholic beverages will be left anywhere on the church property, including in trash containers.
 14. Should the use or service of alcoholic beverages occur in any manner contrary to this policy, the event supervisor shall be responsible for the immediately correction of such noncompliant behavior to this policy, as well as any additional steps or actions to insure the safety of those involved due to noncompliant behavior.
 15. Following the event, the event supervisor is encouraged to provide feedback and comments to UCCB through boxobochurch@verizon.net.
 16. Should non-compliance to this policy come to the attention of the UCCB during the event, UCCB reserves the right to immediately terminate the event.
 17. In cases of noncompliance with the policy, the deposit shall be forfeited.

5.0 Amendments to this Policy

Changes to this policy can only be made by a vote of the Congregation at a Congregational meeting.

6.0 Forms

6.1 Application to Serve Alcohol

See the following pages for the Alcohol Service Request Form.

Alcohol Service Request Form

Contact Person: _____

Email: _____ Cell Phone: _____

Name of Group/Organization: _____

Event: _____

Purpose of Event: _____

Event Date: _____ Number of Attendees: _____

Event Start Time: _____ Event End Time: _____

Event Supervisor: _____

Year of Birth: _____ Email: _____ Cell Phone: _____

Alcohol Service Start Time: _____ Alcohol Service End Time: _____

Type(s) of Alcohol Served: _____ Beer _____ Wine _____ Champagne _____ Hard Cider

Type of food served: _____

The Applicant, Event Supervisor, and Organization, if applicable, hereby certifies that they are aware of, understand and will comply with the Serving of Alcoholic Beverages policy and procedures of the United Church of Christ of Boxborough, and specifically, procedures for public or private events held in church facilities or on church property, and that they agree that the event herein registered will be conducted in strict compliance with all laws as well as this policy and the procedures listed on page 2 of this form.

Signature: _____ Date: _____

Print Name: _____ Organization: _____

Please remit a Security Deposit of \$250 with this form. If there is no property damage and the Facility Use and Alcohol Policies have been followed, the deposit will be returned within two weeks.

Church Action: _____ Approval _____ Denial

Moderator Signature: _____ Date: _____

Print Name: _____

Council Member Signature: _____ Date: _____

Print Name: _____

Alcohol Service Request Form

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Procedures Governing the Serving and Consumption of Alcoholic Beverages at all Public or Private Events Held on Church-owned Property

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3. The person or organization hosting the event must obtain a one-day liquor license for the day of the event at the Boxborough Town Hall
4. Insurance Coverage - The person or organization hosting the event shall obtain the following minimum insurance coverages and provide a certificate of insurance to UCCB for review and approval. The certificate shall be furnished a minimum of 7 days prior to the event, unless otherwise agreed to. a) Public insurance policy with a minimum limit of \$1,000,000. b) Contains liquor liability clause. c) UCCB will be named as an additional insured. d) The insurance company will have a rating of "A" or better with A.M. Best's Key Rating Guide.
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