

# First Unitarian Church of Cincinnati

---

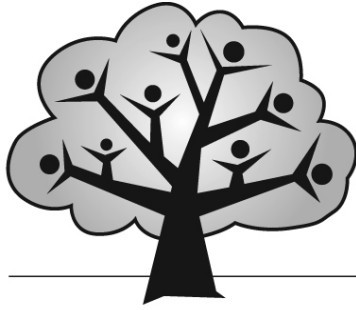
Reverend Sharon K. Dittmar, Minister

## **PROCEDURE FOR ALCOHOL USE AT FIRST UNITARIAN CHURCH OF CINCINNATI**

**Approved by Board of Trustees February 2015**

1. Copies of the First Unitarian Church's Alcohol Policy and Request to Serve Alcohol at First Unitarian Church form can be retrieved from the First Church website or from the church office.
2. Completed forms are to be turned into the Operations Manager two weeks prior to the requested event date.
3. Operations Manager is empowered to approve or reject any application for alcohol use at First Church.
4. Prior to notifying the applicants of the decision, the Board President will be informed of the Operations Manager's recommendation and he/she will have the authority to overrule or to take to the Board of Trustees for final decision.
5. When the final decision is made the Operations Manager will retain a copy of the application and completed Permission to Serve Alcohol form, and will notify the applicant(s).

First Church will retain copies of applications and permission documents for five years.



# First Unitarian Church of Cincinnati

---

Reverend Sharon K. Dittmar, Minister

## **FIRST UNITARIAN CHURCH OF CINCINNATI CHURCH ALCOHOL POLICY**

### **PURPOSE**

This policy relates to the use of alcoholic beverages on the property of First Unitarian Church of Cincinnati in Cincinnati, OH (hereinafter, the “Church”).

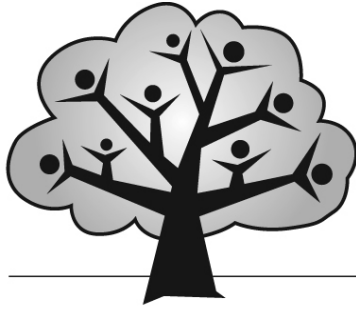
### **SCOPE**

This policy applies to all groups or individuals using any facilities of the Church.

### **POLICY STATEMENT**

Recognizing that occasions may arise when there will be a desire on the part of some persons or groups to serve and/or consume alcoholic beverages on Church property, the Board of Trustees has approved the use of alcohol on church premises, subject to certain restrictions defined in this policy. These restrictions are necessary to protect against potential liabilities resulting from such activities. This policy does not suggest that alcohol is necessarily appropriate for any given event, nor does it encourage or discourage the consumption of alcohol.

- All applicable state, federal and local laws must be obeyed.
- Organizations sponsoring events in church facilities must obtain written permission from the Church to serve and/or consume alcoholic beverages and must comply fully with these guidelines.
- A Request to Serve Alcohol at First Unitarian form must be submitted to the Operations Manager. A Board President appointed committee, in conjunction with the Operations Manager, will review the application and approve or deny the request in writing, email will be sufficient.
- The sponsoring group or organization must assume responsibility for people who become visibly intoxicated, must provide alternative transportation for anyone whose ability to drive is impaired, and must ensure the safety of its attendees at the event.
- The serving of alcoholic beverages at events to be held at the Church shall not be publicized as an attraction of the event.
- Standing requests are valid for up to one year, and need to be requested at the beginning of each calendar year.



# First Unitarian Church of Cincinnati

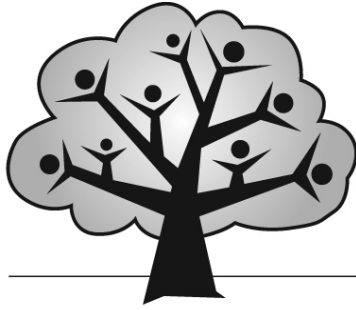
---

Reverend Sharon K. Dittmar, Minister

- Any group using the building, rooms, and facilities of the First Unitarian Church of Cincinnati by arrangement shall hold the Board of Trustees and its employees free and harmless from any loss, damage, liability, cost or expense that may arise during or to be caused by use of the church property by such group.

**B.Y.O.B.** - First Church members and guests may bring alcohol for their own personal consumption for First Church events, unless alcohol consumption is not permitted at such an event. An individual doing so shall bear the full responsibility for any consequences of consumption of that alcohol.

**Events at Members Homes** - This policy does not apply to events held at Members' homes.



# First Unitarian Church of Cincinnati

Reverend Sharon K. Dittmar, Minister

## REQUEST TO SERVE ALCOHOL AT FIRST UNITARIAN CHURCH OF CINCINNATI

Date submitted: \_\_\_\_\_

Name of Organization/Committee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

Date(s) and Time(s): \_\_\_\_\_

What beverages are to be served? \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_

How many of these are under the age of 18? \_\_\_\_\_

Additional information may be added on the reverse of this form.

Permission and specific requirements may be based on these details and any others requested by the reviewing committee.

I have read the Alcohol Policy and agree to follow the guidelines contained therein and ensure that all attendees do the same.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

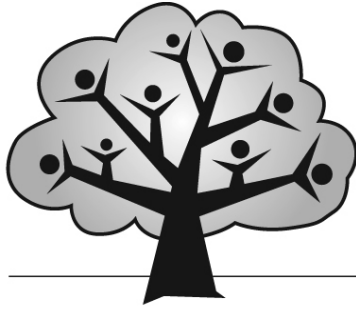
Applicant(s) must receive copies of the Alcohol Policy.

All guidelines must be followed.

Please turn in BOTH pages of the form for approval.

536 Linton St. • Cincinnati, Ohio 45219 • 513.281.1564

e-mail: [adminstrator@firstuu.com](mailto:adminstrator@firstuu.com) • [www.firstuu.com](http://www.firstuu.com)



# First Unitarian Church of Cincinnati

---

Reverend Sharon K. Dittmar, Minister

## PERMISSION TO SERVE ALCOHOL AT FIRST UNITARIAN CHURCH OF CINCINNATI

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Approved (if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant notified of decision \_\_\_\_\_ Date: \_\_\_\_\_