

First Unitarian Church, South Bend, Indiana
801 East Washington Street, South Bend, IN 46617

www.firstunitarian.us
office@firstunitarian.us

Alcohol Use Policy

Purpose: To delineate the guidelines and regulations that apply to the use of alcoholic beverages at First Unitarian Church, South Bend (“Church”) events and/or on the premises of the Church.

Created by: Administrative Committee

Approved by: Board of Trustees

Date Approved: 11/13/2024

Definitions:

Licensed Server: Person with a state-issued license to serve alcohol.

Private Church Events: Events aimed at Church members and friends, and publicized solely through primarily internal communication channels, such as our email list, Google calendar, notes in the Order of Service, or inserts in the Order of Service.

Public Church Events: Events that are open to church members and friends as well as the general public, and publicized through two or more of our public-facing promotion channels. These include, but are not limited to, our social media, being highlighted on the website, distribution of physical posters, and traditional print advertising.

Small Home Party: Event with 50 or fewer attendees where, if alcohol is available, there is no exchange of money for those beverages.

General Regulations:

Under ALL circumstances:

1. All applicable federal, state, and local laws are to be obeyed.
2. Under no circumstances may individuals under 21 consume, sell, or distribute alcoholic beverages.
3. Distributing or serving alcoholic beverages to those who are intoxicated is prohibited.
4. Alcoholic beverages and food containing alcohol must be clearly labeled as such.
5. Adults are prohibited from the use, possession, distribution or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities for minors.
6. Responsible adults are to be in control of the serving of alcoholic beverages.
7. Drunkenness is inappropriate and unacceptable at Church events or events held on Church property.
8. Alcoholic beverages stored on Church premises must be stored so that they are not accessible to unsupervised individuals under 21.

9. Intoxicated individuals are never to drive themselves from the Church; arrangements for alternative transportation are to be made.
10. Whenever alcohol is served, non-alcoholic alternatives should always be provided with equal attractiveness, accessibility, and quantity.
11. Food must be provided whenever alcohol is available.

When a Temporary Permit is Required:

1. Per the South Bend 311 website, "A beer & wine temporary (special event) permit is required whenever beer and or wine will be served, dispensed or sold at a gathering of many persons in a location that does not have an alcoholic beverage permit attached to it. Generally, this excludes small home parties."
2. If a permit is required, a licensed server must be present.
3. If a permit is required, the Local Authorization for Temporary Beer & Wine Permit application must be submitted at least 15 days before the event. Visit <https://mylicense.in.gov/eGov/ML1.html> for form.

When a Temporary Permit is Not Required:

1. If the event is a small home party, where there is no exchange of money for alcoholic beverages, it does not require a temporary permit.
2. If an event does not require a permit, alcohol can be made available at no cost to attendees.

Specific Regulations for Renters:

1. All renters for events involving alcohol use must submit an Alcohol Use Request Form (see attached) for approval by the Building Use Committee. No alcohol use is permitted as a part of a Rental Event without prior approval. This document must be signed by the renter and Church official, with a copy to be kept in the Church office.
2. In situations where a temporary beer and wine permit is required, the Church requires:
 - An Indiana-certified server to be present
 - The temporary permit must be visibly displayed during the event
 - Event limit of four (4) hours of alcohol service
 - Alcoholic beverages to be consumed only in the rented space
 - Serving of alcoholic beverages not to be publicized as an attraction of the event
 - All renters must provide a certificate of insurance for the date of their event, naming the First Unitarian Church, South Bend as additional insured to the value of \$1 million.
 - If the renter does not have a current insurer who can provide this coverage, single event coverage can be purchased from temporary insurance providers, via an internet search. The Office Manager also has a list of reliable providers.

Specific Regulations for Public Church Events:

1. Alcoholic beverages served during Public Church events held on Church premises are to be limited to wine, beer, or sparkling wine (champagne).
2. An Indiana-certified server must be present.
3. All alcoholic beverages must be consumed on Church premises (no carry-out).

4. The event coordinator must contact Church Mutual to determine if additional insurance is needed. See addendum.

Amendments to this Document

The Board of Trustees alone may grant exceptions to this document.

First Unitarian Church, South Bend, Indiana
801 East Washington Street, South Bend, IN 46617
www.firstunitarian.us
office@firstunitarian.us

Alcohol Use Request Form

1. Name of person requesting to serve alcohol at an event held at First Unitarian Church, South Bend:

2. Contact phone number: _____

3. Group with whom you are affiliated: _____

4. Name of event: _____

5. Date of event: _____

6. I have read and agree to abide by First Unitarian Church's Alcohol Use Policy. Further, I have provided any needed certifications for the event which I am hosting.

Signature

Date

Printed Name

7. Approved by First Unitarian Church, South Bend, by:

Signature

Title

Date

Addendum for Additional Insurance

Contact Church Mutual by phone: (800) 554-2642
or email: CustomerService@churchmutual.com

Account number: 017 0658 25-755328

Per Church Mutual: When organizations are hosting events where alcohol will be present, these situations are addressed by underwriting on a case-by-case basis. The specifics of the event will impact the level of coverage and additional cost. You will be asked to complete a survey and provide responses to the following questions.

What type of Event?

Date(s) of Event?

Are you in the business of selling alcohol?

Have you confirmed with the city if a permit is needed?

Will there be a drink limit?

Will someone be checking ID's?

What kind of alcohol is being served?

Who is serving the alcohol? Paid or volunteer?