

# Lincolnvile United Christian Church

## Alcoholic Beverage Policy

United Christian Church (hereafter referred to as the UCC) regulates the use of alcohol at approved private functions in the Lincolnvile Community Building on the church premises. No alcoholic beverages may be consumed in the Community building during any event that is open to the public. There shall be no use of alcohol in the Sanctuary or in the parking area between the Community Building and Searsmont Road.

Applicants renting our facility for a **private event** (i.e., attendance by personal invitation) who wish to provide alcohol or invite guests to bring beverages must follow these guidelines:

1. The adult sponsoring the event shall submit an **application for alcoholic beverage use** (see p. 3) to the UCC at least three weeks prior to the event. In addition, the applicant shall provide an **Evidence of Insurance Statement** confirming that his/her homeowner's insurance policy automatically extends to cover private events occurring outside the applicant's home. (An Evidence of Insurance Statement is readily available from your insurance agent.)
2. The Community Building scheduler may, at her/his discretion, present the application to the Community Building Committee or Lincolnvile UCC board of directors for review. The scheduler, committee, or board may require that more than one adult sign on as **Person(s) Responsible** for the event.
3. The **Person(s) Responsible** shall be present for the duration of the event and shall provide the alcohol and maintain proper control over the serving of it to guests — for example, service at a designated table staffed by a bartender or person acting as bartender, rather than by guests helping themselves.
4. No alcoholic beverage shall be served to anyone under the age of 21.
5. Only wine and/or beer are allowed. Beer must be provided in bottles or cans, no kegs.
6. Food must be served along with the alcohol. Non-alcoholic beverage alternatives must be offered and equally available.
7. No alcoholic beverages shall be served outside. Guests shall not be permitted leave the building carrying an open beverage container.
8. The **Person(s) Responsible** shall ensure the safety of any person who may become intoxicated.
9. The **Person(s) Responsible** shall ensure that designated drivers are driving incapacitated guests home.
10. All alcoholic beverages and containers shall be removed from the hall at the end of the event.

Lincolnvile Community Building

**Application for Alcoholic Beverage Use;  
Proof of Liability Coverage**

Name of Individual/Organization applying: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Number of people in attendance: \_\_\_\_\_

Person responsible for event: \_\_\_\_\_

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

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Phone: \_\_\_\_\_ email: \_\_\_\_\_

Type of alcoholic beverages to be served: \_\_\_\_\_

Manner of serving: \_\_\_\_\_

Youth in attendance at event: yes/no

If yes, in what capacity: \_\_\_\_\_

Evidence of Insurance Statement attached.

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

**I have read United Christian Church's Alcohol Use Policy and understand my responsibilities for the event: YES \_\_\_\_ NO \_\_\_\_**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

*UCC use:*

*Approved by* \_\_\_\_\_ *Date* \_\_\_\_\_