

## Unitarian Society of Ridgewood

### Alcohol Policy Procedures

These procedures should be used in concert with the Alcohol Policy that was passed by The Unitarian Society of Ridgewood ("USR") Board of Trustees on June 4, 2013 (the "Alcohol Policy").

- **General Procedures**

1. The Board of Trustees will designate a board member to oversee compliance with the Alcohol Policy.
2. All event coordinators must be given a copy of the Alcohol Policy by the USR Administrator. Coordinators must review the Alcohol Policy and provide the USR Administrator with their written acknowledgement of the Alcohol Policy and its requirements.
3. It is critical that the event staff and/or event speakers do not speak about alcoholic beverages in a manner that directly states or implies that USR condones a cavalier attitude towards alcohol use.
4. Responsibilities for servers shall include the following: no service to any underage individual; no service to any individual who is (or appears to be) intoxicated; two servers shall be stationed at the area from which alcoholic beverages are served; the servers can have up to 4 choices of wine (two red and two white) available at any one time, however only servers may pour the wine.
5. Service of alcoholic beverages will be stopped 45 minutes before the end of the event. There will be no announcement.
6. A list of taxi services is posted in the coat room and stored in a drawer in the main kitchen.

- **Application for Social Affairs permit from the NJ Division of Alcoholic Beverage Control ("ABC")**

1. When planning an event at which alcoholic beverages will be served, the event coordinator will consult the Alcohol Policy and will sign the "Acknowledgment of Alcohol Policy" form. It is also important to consult Exhibit A to the Alcohol Policy which lists the pre-approved events for serving alcohol. All other events must have Board approval to serve alcohol. The Alcohol Policy is available on the USR website or can be obtained from the USR administrator.
2. If after reviewing and acknowledging the Alcohol Policy, the event coordinator decides that a permit is necessary, the event coordinator shall complete an "Application for Social Affairs Permit". The event coordinator should submit the completed ABC permit application to the USR administrator 90 (ninety) days before the scheduled event.
3. The USR administrator will deliver the form to the Village of Ridgewood clerk for the required signatures and will mail the form to the NJ Division of Alcoholic Beverage Control.
4. If there is doubt about whether it is necessary to apply for a permit, ABC requires that the entity should apply. If it turns out that the permit is unnecessary, ABC will return the \$100 fee.
5. The permit must be prominently displayed at the event.

6. If there are any questions about the Social Affairs Permit, information can be obtained by calling the NJ Division of Alcoholic Beverage Control at 609-~~9~~84-2830.
7. According to the ABC, twenty five special events with alcohol service can occur on any **premises** per calendar year. Twelve of these events must comply with the special permits laws. Thirteen additional events can be at the premises if a licensed caterer provides the alcohol permit. In the event that a caterer is hired to provide the permit, the licensed caterer must be provided the Alcohol Policy and these procedures by the event coordinator. The licensed caterer must comply with the Alcohol Policy and procedures. This includes giving a copy of the permit to the event planner.
8. All committees that have events where wine or beer has been traditionally served will need to review their practices to be sure that they are in compliance. For some, there will be significant changes in the service of wine and beer. For others, the changes will be minimal.
9. Once a permit has been obtained, USR can determine at each event if it wants to charge or ask for a donation for the alcoholic beverages.

- **BYOB events**

1. USR can sponsor a BYOB event if the event is private (not open to the public or by invitation only) and is not for the purpose of fundraising. If these conditions are met, a permit is not required.
2. For events that do not require a permit, it is expected that the Alcohol Policy will be followed in both spirit and intent.
3. The event coordinator will be responsible for being sure that the Alcohol Policy is followed.
4. If wine bottles are at individual tables, the table hosts and hostesses will “--- oversee and moderate the serving and consumption of the alcoholic beverages.

- **Procedures related to children and youth**

1. The Alcohol Policy addresses the issue of underage drinking and youth who serve or clean up at events where alcoholic beverages are served. It also states that alcohol is not permitted at events geared to youth or organized by USR children or youth.
2. The Religious Education section of the Safe Congregation policy will have a procedure relative to child care and releasing children to parents at events where alcoholic beverages are served. The child care form includes a request for a “designated driver”.

## **The Unitarian Society of Ridgewood**

### **Alcohol Policy**

Promulgation of the following policy governing the use of alcoholic beverages at USR events held at our facility (or such facility that the Board rents/leases for USR events) is intended by the Board to ensure compliance with applicable law and enhance the safety and comfort of our members, friends and guests.

#### **Guiding Principles**

1. Minimize the possibility of an alcohol related incident and/or tragedy
2. Comply with applicable laws
3. Ensure that no alcohol is served to underage people
4. Make events comfortable for drinkers and non-drinkers

The occasional, responsible serving and consumption of alcoholic beverages by USR members, friends and guests of legal age is permitted at USR private events providing no charge is made and there is no intent to fundraise. USR must comply with all applicable laws that require USR to obtain a license to sell, directly or indirectly, any alcoholic beverages to USR members, friends and/or guests; and/or to distribute alcoholic beverages to any member of the public.

Hence, no charge of any kind, including a request for a donation, may be made for alcoholic beverages served at USR events for our members, friends, and/or guests, nor may alcoholic beverages be distributed at USR events that are open to the public and/or include fundraising unless USR has timely applied for and been granted the requisite state license.

The law prohibits USR from obtaining more than twelve (12) such licenses in any calendar year. Therefore, should a USR member/friend/Committee wish to propose that USR obtain a license to engage in the sale of alcoholic beverages and/or to distribute alcoholic beverages to the public at a USR event, the member/friend/Committee must submit a written proposal to the Board at least ninety (90) days in advance of the proposed event. Only the Board can decide whether to apply for the license. Events listed on Exhibit A have Board pre-approval to obtain a license, all other events must obtain Board approval before applying for the license. Event coordinators are responsible for completing the necessary "Application for Social Affair Permit" that shall be obtained by the event coordinator from the State of New Jersey, Department of Law and Public Safety, Division of Alcohol and Beverage Control.

**USR's liquor liability insurance will only apply if the necessary license has been obtained.**

At **all** events where alcohol beverages are served, the following shall apply:

- Alcoholic beverages other than beer and wine ("Alcoholic Beverages") are not permitted at USR's facility at any time.
- At any event at which Alcoholic Beverages are served, care must be taken by designated, responsible person(s) to oversee and moderate the serving and consumption of Alcoholic Beverages from up to two

locations within the event. At an event such as the Fellowship Feast when Alcoholic Beverages are maintained at more than one location, more than one person (e.g., table hosts) shall oversee and moderate the serving and consumption of Alcoholic Beverages.

- Alcoholic Beverages may not be served by or to anyone under 21 years of age.
- No one under 18 years of age may handle any container that has an Alcoholic Beverage in it, or has contained an Alcoholic Beverage. Persons under 18 years of age who are serving or cleaning up shall not handle glasses or other containers of Alcoholic Beverages left on tables.
- No Alcoholic Beverages will be served at any event geared toward or organized by USR children or youth.
- Alcoholic Beverages served at USR events must be clearly labeled as such.
- Whenever Alcoholic Beverages are served, plentiful, attractive non-alcoholic beverage alternatives must also be served.
- Storage of Alcoholic Beverages at USR's facility is not permitted.
- Outside parties who rent or otherwise use USR's facility for special functions must obtain the express written permission of the USR Administrator in order to serve Alcoholic Beverages. Outside parties who are granted permission to serve Alcoholic Beverages at USR's facility shall be required to acknowledge in writing that they are solely responsible for compliance with all laws pertaining to Alcoholic Beverages and the safety of their guests.

**Date Policy Prepared:** May 2, 2013

**Date Policy Approved by the Board of Trustees:** June 4, 2013

**Date/s Edited:**

THE UNITARIAN SOCIETY OF RIDGEWOOD  
ACKNOWLEDGMENT OF USR ALCOHOL POLICY

I \_\_\_\_\_, am the event coordinator for the following event

\_\_\_\_\_

to be held at \_\_\_\_\_ on \_\_\_\_\_

1. I have received the Alcohol Policy and understand that it applies to the event, whether or not a license is required.

2. A license:

Will be obtained \_\_\_\_\_ (I will review the license once I obtain it from the State and provide a copy of the license to the Office once I receive it.)

Will not be obtained by me for this event. \_\_\_\_\_ (I have reviewed Exhibit A and have determined a license is not required.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Date:

**Date Prepared:** May 2, 2013

**Date Approved by the Board of Trustees:** June 4, 2013

**Date/s Edited:**

**The Unitarian Society of Ridgewood**

**Alcohol Policy**

**Exhibit A**

**Pre-approved events for serving alcohol**

**All other events need permission of the Board President, the Minister or their designees to serve alcohol**

<b><u>Event</u></b>	<b><u>Licensed needed</u></b>
<b>Service Auction</b>	<b>Yes</b>
<b>Fellowship Feast</b>	<b>No</b>
<b>Music Committee Cafes</b>	<b>Yes</b>
<b>Art Receptions ( not hosted by USR)</b>	<b>Yes</b>
<b>Fiber Arts Festival</b>	<b>Yes</b>
<b>Crafts Fair ( CAMP)</b>	<b>Yes</b>
<b>Social Justice Weekend Dinner</b>	<b>Yes</b>