



Building Use Request Form

Name of person requesting facilities: _____

Name of organization (if applicable): _____

Type of event: _____

Home/Cell Phone: _____

Email address: _____

Date of event: _____

Approximate number of people expected: _____

Requested start time: _____

Expected end time: _____

Facilities requested:

- Gym
- Library
- Guild Room
- Skylight Room
- Choir Room
- Kitchen

Equipment needed or special requests:

St. Paul's has a policy regarding the use of alcohol at events. Please indicate below if you are requesting to serve alcohol at your event:

- No, alcohol will not be served at my event.
- Yes, I requesting to serve alcohol at my event, and I agree to abide by St. Paul's alcohol policy on the back page.

Name (printed) _____ Signature _____ Date: _____

Name of TIPS Certified Bartender (if applicable): _____

Bartender License number: _____

Rector approval: _____

Date: _____

Alcohol Use Policy

Preamble

It is the policy of St. Paul's to provide a safe and welcoming environment for all people participating in events on St. Paul's premises ("on-site events") and in events sponsored by St. Paul's in other locations ("off-site events") (collectively, "events" or "such events"). St. Paul's recognizes that alcoholic beverages may be served and consumed during such events. To ensure that use of alcoholic beverages will be consistent with the creation and preservation of a safe and welcoming environment, St. Paul's adopts the following Policy. The Policy must be followed by all who sponsor, attend or participate in such events.

Policy

1. St. Paul's acknowledges the social value of the use of alcoholic beverages. However, intoxication is always unacceptable Christian behavior and shall not be tolerated during such events. Those showing signs of intoxication must not be served. Groups or organizations sponsoring events during which alcohol is consumed are responsible for persons who may become intoxicated. This responsibility includes the duty to provide alternative transportation for those whose capacity to drive may be impaired.
2. Alcohol is never to be the focus of, or reason for the occurrence of, an event. Those sponsoring events must do nothing which creates the impression that consuming alcohol is to be expected during the event.
3. St. Paul's Rector and Vestry have the exclusive authority to set terms and conditions for the use of alcohol which vary from this Policy. For example, they may decide that no alcohol will be served or that alcohol will be served only for a prescribed period of time.
4. All applicable federal, state and local laws must be obeyed during such events, including those governing the serving of alcohol to minors.
5. Responsible adults must be in control of the serving of alcohol. For St. Paul's sponsored events, whether on-site or off-site, the Rector, Vestry or their designee must appoint an adult or adults to oversee the serving of alcohol. Other groups sponsoring events must do the same. Adults so appointed must be familiar with this Policy and will be responsible for enforcing same during the event. The appointed adults must not consume alcohol while so appointed.
6. Under no circumstances may minors serve, be served, sell, distribute, use or consume alcohol during such events. This prohibition extends to the serving of alcohol to minors by parents, guardians or other relatives. No alcohol may be consumed by adults while they are accompanying minors during either on-site or off-site events, including youth retreats.
7. When alcohol is served, non-alcoholic alternatives must always be offered and be offered at a separate designated station. Alcoholic and non-alcoholic beverages and food must be clearly labeled as such and be made available with equal prominence and accessibility.
8. Food must be served when alcohol is present.
9. Alcohol must not be served while business of the parish is being conducted.
10. Groups unaffiliated with St. Paul's may occasionally sponsor or conduct events on-site. If such a group anticipates that fifty (50) or more adults will attend such an event and that alcohol will be served, the group must provide one or more TIPS (Training for Intervention Procedures by Servers) Certified bartenders and ensure that all alcohol provided to attendees during the event is served by such bartenders.