

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO**  
**ALCOHOL PROTOCOL**

Within the premises and community of First Unitarian Universalist church, the responsible consumption of alcohol by adults at church events is desired by some adult members and is acceptable in the eyes of the Church. However, it is recognized that alcohol is a sensitive issue for many people. For many different reasons, some adults choose not to drink alcohol. Families have different values and standards regarding the exposure of their children to alcohol in intergenerational activities. It is also recognized the church's liability insurance does not include coverage for alcohol-related incidents, including the consequences of intoxication.

The following procedures are intended to respect the needs of our diverse intergenerational community and to protect the church's interests in terms of liability. These procedures apply to all church events, including those occurring at public venues off-site and officially sponsored church events held in members' homes. They do not apply to private dinners or gatherings of church members being held in locations other than the church premises.

1. In the interests of nurturing a community which values all its participants equally, alcoholic beverages may not be served at events which are intentionally and primarily designed for children and/or youth.
2. Alcohol may not be sold at church events either directly or indirectly (ie through donations at an event where alcohol is being served) unless a liquor license has been obtained.
3. If alcohol is to be served at church events, non-alcoholic beverages must also be served and attractively and prominently displayed in a location separate from the alcohol.
4. For every church event at which alcohol will be served, one individual must be designated the Alcohol Custodian (AC). The AC will wear a "badge" designating this responsibility.
5. Self service of alcoholic beverages is not permitted. Alcoholic beverages must be served by persons who work under the direction of the AC. Thus containers of alcohol must be monitored by the AC or his/her designee at all times.
6. The AC is responsible for monitoring the whereabouts of all alcohol containers, including bringing them into the building and removing them at the end of the event. No container of alcohol may be left unattended at any time unless under lock and key (e.g. in the trunk of a car to which only adults have access).
7. No alcoholic beverages may be left on church premises without prior permission of the church staff. All such alcohol will be kept under lock and key and may be disposed of at the discretion of the staff. Any containers in violation of this provision will be disposed of by the church staff using the method of their choice.
8. Alcoholic beverages may only be served to and served by persons who are 21 years of age or over. If the person's age is in question, ID must be presented before alcohol may be served.
9. Persons under 21 may not handle any glass, bottle, or container that contains or has contained alcohol, including removing glasses and bottles that have been left on tables.
10. Personal containers of alcohol which are brought for specific events must be maintained according to this protocol.

11. Following the safety practice of many public events, alcohol service must be terminated ½ hour before the announced end of a church event.
12. Any church member or employee who becomes aware of any violation of this policy shall bring it to the attention of the AC who shall take appropriate action, including requiring the violator to leave the premises.
13. If, in the opinion of the AC or a member of the church staff, an attendee at a church event appears to be intoxicated, he or she will be asked to leave, but under no circumstances will he or she be allowed to drive. **If an appropriate designated driver cannot be found, the AC or staff member will call a taxi. The taxi will, if necessary, be paid for by the church; please refer the matter to the minister for reimbursement.** Should this become necessary, the AC or responsible staff member shall treat this as an “incident” and complete an incident report form.
14. All groups using the church shall be informed of and given a copy of this policy.