

Archdiocesan/OLA Alcohol Policy

The Archdiocese of Atlanta requires that an *Events Serving Alcohol Checklist* be submitted for all parish meetings/events where alcohol is served. In accordance with Archdiocesan Policy the Alcohol Policy at Our Lady of the Assumption Catholic Church is as follows:

The Archdiocesan *Events Serving Alcohol Checklist* must be completed for all **EVENTS** and **MINISTRY MEETINGS** where alcohol is served and must be turned into Benny Strozier (bstrozier@olachurch.org) 30 days prior to the event.

No alcohol can be served in any areas of the school (Chanel Center, Library, Marist Hall, Marist Hall Kitchen, and Murray Center).

Ministry Leaders are responsible for ensuring that all items on this checklist are adhered to including, but not limited to, the following:

- Alcohol is not permitted in any school facility (Chanel Center, School, Library, Marist Hall, or the Murray Center).
- Food must be served at events where alcohol is consumed.
- Alcohol cannot be sold but may be provided; No “Cash Bars” are allowed.
- Alcohol is to be limited to beer and wine.
- A limit of one (1) drink per hour with a maximum of 2 drinks per event unless the event lasts over three (3) hours.
- Serving of Alcohol must end 1 hour prior to the end of the event.
- No BYOB (Bring Your Own Beverage) is allowed at any time. This must be included in advertising for events and posted at events – especially events where BYOB was previously allowed.
- Backup Transportation must be provided in case someone drinks too much; and
- A police officer must be present when alcohol is served. (\$65-70/hour with a 3-hour minimum. This cost is paid for by the ministry hosting the event.) Staffing of the police officer is handled by OLA’s Communications Office. Contact Anne Stephens (astephens@olachurch.org) to request a police officer. Ministry leaders are responsible for submitting check request for officer payment.



ARCHDIOCESE OF ATLANTA EVENTS SERVING ALCOHOL CHECKLIST

Please complete this checklist for ALL events requesting to serve alcohol.

Event Date: _____ Event Name: _____

Parish or School Name: _____

Event Coordinator: _____

Completed	Steps
<input type="checkbox"/>	1. PASTOR/ADMINISTRATOR/PRINCIPAL APPROVAL: Pastor/Administrator/Principal has agreed that the party/event can be held in the parish/school facilities.
<input type="checkbox"/>	2. OVERSIGHT: If alcohol is served, indicate name of the individual (not the pastor or principal) with overall responsibility for Event Coordination (note above).
<input type="checkbox"/>	3. PERMIT AND INSURANCE: Georgia State Law does not allow for alcohol to be sold on church or school property except with a PERMIT and LICENSED CATERER. a. Alcohol permit can be obtained from the local municipality to sell alcohol for one day. b. A caterer should be hired and their license should be used.
<input type="checkbox"/>	4. FOOD: Provide food at all functions where alcohol is being served.
<input type="checkbox"/>	5. ENDING TIME: The event should stop serving alcohol one hour before the event is to end (note that time: _____.)
<input type="checkbox"/>	6. ALCOHOL SERVED AS HOST: Unless a PERMIT and CATERER are used: all alcohol must be furnished by the parish/school, as the "host": a. Alcohol cannot be sold, but may be provided. This is usually done on a "donation" basis, with consideration given to 2 token drink coupons per guest, for example. b. No "Cash Bars". c. No "BYOB" (Bring Your Own Beverage). Attendees are never permitted to bring alcohol to an event.
<input type="checkbox"/>	7. LOCAL ADULT BARTENDER(S): If an insured caterer is not being used, there must be responsible adult serving as bartenders who are not imbibing. They must understand their responsibilities for keeping a close watch on anyone who may be "over-served". Indicate the individual handling this responsibility in the area below.
<input type="checkbox"/>	8. LEGAL AGE: Bartender(s) must verify that anyone being served is of legal age.
<input type="checkbox"/>	9. BACKUP TRANSPORTATION: Plans should be made for offering rides or taxi availability in case someone does drink too much. Transportation options should be made clearly available.
<input type="checkbox"/>	10. SECURITY: Any time alcohol is present, security personnel should also be present.
<input type="checkbox"/>	11. BEER AND WINE: It is preferably to limit alcohol to beer and wine only.
<input type="checkbox"/>	12. OUTSIDE USAGE: If an outside group wants to rent the facility, a "Facility Usage Agreement" MUST be obtained, signed and sent to Catholic Mutual.
<input type="checkbox"/>	13. ACCIDENT/INJURY CLAIMS: In the event of a significant accident claim, or injuries, if the guidelines in this Checklist were not followed, the local parish/school deductible would be increased up to \$150,000 (which is the Archdiocese deductible for such claims).

Person responsible for monitoring for excessive alcohol: _____

Parish/School staff verifying this information:

_____ Date: _____

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