**FCU Building Use Alcohol Guidelines. Draft 11.5.23**

**General Guidelines**

1. The Standing Committee does not allow spirits, aka hard liquor, at any Church event. Under certain circumstances, the Standing Committee will allow beer and wine.
2. All events involving beer and wine must be approved by the Standing Committee in advance, using the appropriate Building Use forms.
3. If beer or wine is served at any event, all beer or wine and their containers must be removed from the church property by the end of the event.

**Specific Guidelines**

1. With Standing Committee approval, a church sponsored event, or an event organized by a church member/friend, for which no fee is charged, may serve beer and wine at no charge.

Example: At the reception for the memorial service of an FCU member, wine is served at no charge, and Standing Committee approval has been obtained in advance.

1. With Standing Committee approval, a church sponsored event, or an event organized by a church member/friend, for which a fee is charged or at which beer or wine are offered for sale, may be allowed if the organizers arrange for a one-day liquor liability policy and a one day liquor license from the town of Littleton.

Example: Several church members organize a live music event for a Saturday evening. A fee is charged for admission and wine and beer is offered for sale during intermission. The organizers purchased a one-day liquor liability policy and a one day liquor license from the town of Littleton and obtained Standing Committee approval in advance.

1. With Standing Committee approval, an event sponsored by an outside person or organization for which no fee is charged may serve beer or wine at no charge if the sponsor has liability insurance of at least $1,000,000 with First Church Unitarian Littleton MA as an additional insured.

Example: A Littleton resident, not an FCU member or friend, rents the church for their wedding and reception. Wine and beer are served at the reception. The person has obtained liability insurance for at least $1,000,000 (with FCU named as additional insured) and has obtained Standing Committee approval, in advance, to serve wine and beer.

1. With Standing Committee approval, an event sponsored by an outsider person or organization for which a fee is charged or at which beer or wine is offered for sale may do so if the organizer has obtained liability insurance for at least $1,000,000 (with FCU named as additional insured) and a one-day liquor liability policy, and a one day liquor license from the town of Littleton.

Example: The local chapter of “Save the Humans” is sponsoring a fund raising concert for which a fee is charged and at which beer and wine will be offered for sale. They have obtained liability insurance for at least $1,000,000 (with FCU named as additional insured) and a one-day liquor liability policy, and the Standing Committee has approved in advance.