

ALCOHOLIC BEVERAGES

Archdiocesan Policy

Archdiocesan Alcoholic Beverages policy is based upon our moral and legal responsibilities to those who attend parish, school or organization events where alcohol is served. This policy requires parishes, schools or organizations to strictly enforce all legal alcohol beverage control requirements. There should be no tolerance of underage drinking on the part of anyone working for or representing the parish, school or organization. In addition, the following actions are required for all parishes, schools or organizations **allowing them to serve or sell alcohol at parish, school or organization events:**

- At each parish, school or organization function, the pastor, administrator, or his designate must make certain that all policies are followed.
- No alcoholic beverages can be served at elementary school, secondary school, or parish youth athletic events.
- All Bartenders and Event Coordinators of any parish, school or organization event at which alcoholic beverages are served must participate in an Alcohol Awareness Training Program. This training will cover how to recognize false IDs, current laws about alcohol sales to minors or to those who are drunk or disorderly, and strategies for enforcing the law. Materials from the program, including a video of the presentation, will be made available so that those who attend can repeat the workshop at their own parish or location for all bartenders.
- The Kentucky Alcoholic Beverage Control S.T.A.R. training course taken online or in person is considered sufficient training for individuals. At least one Event Coordinator/Manager should have completed the S.T.A.R. course for each function where alcohol is served. If the Alcohol Awareness training is unavailable, then it is the responsibility of the S.T.A.R. Certified event coordinator to train, or supervise the individual bartenders serving alcoholic beverages.
- Persons who serve or sell alcohol must be at least 21 years of age.
- If beer tickets are utilized, parishes, schools or organizations must check identification at two points: when tickets are sold and when the beer is served, unless at the ticket point secure bracelets are issued.
- The sales area must contain adequate lighting so that the beer sellers can properly check IDs.
- If a parish, school or organization event exceeds four hours in duration, parishes, schools or organizations must stop dispensing all beer and/or alcoholic beverages one hour before the end of the event. Advertisements for parish, school or organization events must include a posted closing time.
- Parishes, schools or organizations must make telephones available and post signs advertising taxi services for anyone who is too intoxicated to drive home. Parishes, schools or organizations also must post signs prohibiting alcohol and/or glass containers from being carried onto parish, school or organization grounds.

- Parishes, schools or organizations must provide adequate security when alcohol is being dispensed. Security should be based upon expected attendance.
- Individuals are prohibited to bring alcoholic beverages for private consumption onto the premises at any parish, school, or organization sponsored event.
- Alcohol availability should never be the main emphasis of any advertisement for any parish, school or organization function.
- Events where alcoholic beverages are sold or served may not feature “happy hours” or multiple drinks for the price of one specials.
- Private party events must conform to the requirements of insurance set forth in the Insurance Coverage section.

Guidelines for parish, school or organization picnics, festivals or carnival type events:

In addition to conforming to the above, any parish, school or organization that sells alcohol at a picnic, festival or carnival type event should also adhere to the following:

- Parishes, schools or organizations should limit access to parish, school or organization event grounds and should use fencing and security officers to enforce these points of access. This action is recommended for the following reasons:
 - Limited points of entry allow parishes, schools or organizations to check for alcohol being carried onto the grounds.
 - The sobriety of attendees can be checked upon their arrival and departure.
 - Parishes, schools or organizations can check for persons entering with glass containers.
 - Parishes, schools or organizations can alert security officers of potential Gang attendance. Gang presence and activity must not be tolerated on parish, school or organization property.
- Based upon discussions with law enforcement officials, parishes, schools or organizations are strongly recommended to limit alcohol consumption to a “beer garden” area.
- The sale of food should start before the sale of alcohol.
- If there is any incident on parish, school or organization property involving or related to alcohol, notify the Pastoral Center.
- Parishes, schools or organizations should consider eliminating the sale of beer tickets at parish, school or organization sponsored events. This recommendation is made for several reasons:
 - Servers have the ability to check sobriety when they exchange money.
 - When servers are responsible for exchanging money, they are more directly reminded of their liability for selling to a minor or to someone who is intoxicated.
 - Use of tickets does not eliminate bartenders’ legal liabilities for serving to minors or to someone who is intoxicated.

- Parishes, schools or organizations sponsoring festivals or other events that could create major traffic problems must anticipate and take steps to alleviate these problems.

The above guidelines are in addition to liquor laws established by state and local ordinances.

Legal Requirements of Parishes, Schools or Organizations:

Based upon federal and state laws, all parishes, schools or organizations with any type of liquor license allowing them to serve or sell alcohol at picnics, festivals, or any parish, school or organization event must observe the following:

- Alcoholic beverages may never be sold without the proper license from the city or county and the state. In addition, alcoholic beverages may never be given to the public or raffled off with a regular liquor license. A special temporary liquor and wine auction license may be obtained from both the city and state in order to offer liquor, wine, or other alcoholic beverages as stated on the license, as items to be sold, auctioned, or raffled at a charity or nonprofit event. A special temporary alcoholic beverage auction license also allows the licensee to obtain alcoholic beverages from distillers, rectifiers, wineries, brewers, microbrewers, wholesalers, distributors, retailers, or any other person, by gift or donation, for the purpose of charity or nonprofit events.
- Parishes, schools or organizations with a permanent license (renewed annually) are restricted to selling the type of alcoholic beverage on the license.
- Parishes, schools or organizations with a permanent license (renewed annually) that allow renters or private parties to serve alcoholic beverages must purchase them from the licensed parish, school or organization at no less than the cost of the beverages. Renters or private parties are not allowed to bring alcoholic beverages onto the premises of parishes, schools or organizations that hold a permanent license.
- A parish, school or organization without a permanent license is not restricted in allowing parish, school, organizations, renters or private parties to have someone who has attended the Alcohol Awareness Training Session (provided by the Archdiocese of Louisville in conjunction with The Alcohol Beverage Control Commission) serve alcoholic beverages.
- Parishes, schools or organizations without a permanent license may not sell alcoholic beverages. However, they may obtain a temporary license for a single event. A temporary license must be obtained for each event, i.e. each fish fry during Lent. A license must be obtained for each date.
- All ABC licensees must purchase their alcohol only from a Kentucky Beer Distributor or Kentucky Liquor Wholesaler.
- Alcoholic beverages may not be delivered or picked up before or after dates on temporary license. Make sure you add the appropriate days to the license to accommodate delivery and pickup.
- Licensees must pay at least cost for any products received from the wholesalers, distributors, brewers, distillers, or suppliers. (Examples of these products include cups, napkins, liquor, umbrellas, hats, etc.) Licensees may not accept anything of value from an alcohol distributor or wholesaler.

- Parishes, schools or organizations must post warning signs of the danger of alcohol to pregnant women and their unborn children and no service to persons under 21.
- Alcohol may only be purchased by and served to adults 21 years of age and over. Beer servers must check for identification when beer is requested from someone who appears to be even remotely underage. Further, no person under the age of 21 may attempt to receive, possess, or drink alcoholic beverages. The parish, school or organization and its employees, agents, volunteers, workers, and the minor can all be held responsible for these violations.
- Alcohol must not be served to someone who appears to be intoxicated.
- Open containers of alcohol may never be carried on to or off licensed premises.
- Every precaution should be made to see that alcohol of any type not be brought onto premises of any parish, school or organization event at which alcohol is served.

Legal Requirements of the Alcohol Distributor:

- Beer must be paid for before or at the time of delivery.
- Alcoholic beverages may not be delivered or picked up before or after dates on temporary license.
- Unused or unwanted alcohol may not be returned to a wholesaler or distributor.
- Distributors and wholesalers may never give licensees free alcohol.
- Alcohol distributors and wholesalers may never give anything of value to a licensee (directly or indirectly) in exchange for selling their product.
- Draft beer equipment may be loaned free of charge to a holder of a temporary beer license. Holders of permanent retail beer licenses must pay the distributor a fee for using draft beer equipment.

See Appendix – Accounting Sample Forms/ Reports for the Alcohol FAQ Serving at Parish Events.