

**FACILITIES USE REQUEST INFORMATION**  
**(KEEP FOR YOUR RECORDS)**

**Please fill out the attached application and return it along with deposit to:**

St. Andrew's Episcopal Church  
121 High St.  
Mt. Holly, NJ 08060  
C/O Kris Carroll

**These policies must be followed:**

1. All users must complete, sign, and return the attached application within two months of the event.
2. All users are required to submit a **Certificate of Insurance** in an amount not less than \$1,000,000 per occurrence naming St. Andrew's Episcopal Church as additional insured on the policy. Failure by St. Andrew's to enforce the required receipt of the certificate will not void user's obligation to provide the aforesaid document.
3. Should this application be granted, the user agrees to indemnify, hold harmless, and defend St. Andrew's Episcopal Church against any and all demands, claims, damage fees, costs and liabilities of any kind including, but not limited to, attorney's fees to the fullest extent permitted by law.
4. Review and initial attached alcohol policy.
5. Maximum occupancy of Parish House is **100** with tables/chairs, **214** with chairs only.
6. All users agree to abide by the terms on the attached Facilities Application. Based on the stated purpose in the application, more information may be requested.
7. As per the schedule below deposit must be received by St. Andrew's Episcopal Church within 10 days from approval and no fewer than 5 days prior to the event.

**FACILITY DONATION**

<b>FACILITY DEPOSIT</b>	<b>\$50.00 (REFUNDABLE UPON PROPER CLEAN-UP) ,</b>
<b>PARISH HOUSE</b>	<b>\$50.00 PER HOUR (2 HR. MIN)</b>
<b>KITCHEN</b>	<b>\$50.00</b>
<b>CHURCH</b>	<b>\$250.00 PER EVENT</b>
<b>CHURCH ORGAN/PIANO</b>	<b>USE AND RELATED FEE TO BE DISCUSSED</b>

## Diocese of New Jersey Policy on Alcohol Use at Church Functions

Alcohol should not be served prior to worship or business meetings.

All beverages and food containing alcohol must be clearly and distinctly labeled. This guideline is most often forgotten where food is concerned. It must be remembered that the flavor of liquor (in food where the alcohol has been cooked out) is something that many persons in recovery wish to avoid.

Food must be available at all functions where alcohol is served.

Equally attractive, non-alcoholic alternatives must be offered as conspicuously as alcoholic beverages. Persons who wish to abstain from alcohol must be able to do so comfortably. It is critical that alternatives to alcoholic beverages be of equal quality as those containing alcohol. It is inappropriate to serve a good bottle of wine in a crystal glass when the only alternative is a can of pop in the back of the refrigerator or a pot of coffee on the stove.

The promotion of church functions must not use alcohol as an enticement to participation. No announcements, advertisements or promotional material should imply that drinking alcohol is a social requirement.

Alcoholic beverages should not be a part of the identification of church events; e.g., *Bratwurst Festival*, not *Beer and Bratwurst*; *Reception with Hors d'oeuvres* or *Reception with Light Refreshments*, not *Wine and Cheese Reception*.

Alcohol should not be served in such a way as to teach children that growing up necessarily implies alcohol consumption.

All federal, state and local laws and ordinances must be observed. This includes regulations requiring licenses for the sale of alcohol, prohibiting the distribution of alcohol to minors, and serving alcohol to intoxicated persons. Serving alcoholic beverages entails incurring moral as well as potential legal and financial liability for those who become intoxicated. It is expected that responsibility will be taken for the safety of persons who become intoxicated at church functions (up to and including transportation for those whose driving might be impaired).

For more information, see [newjersey.anglican.org/Diocese/Committees/Recovery/](http://newjersey.anglican.org/Diocese/Committees/Recovery/)



## **Liquor Liability**

- Avoid serving alcohol to anyone under the age of 21 by checking identification.
- Do not serve someone who appears to be inebriated.
- Institute a drink limit.
- Make sure nonalcoholic beverages are available.
- Limit events to within a certain time frame.
- When an outside party (such as a wedding) uses your premises, the church may require a certificate of insurance from the vendor.
- Check licensing requirements and determine if your organization is required to secure a liquor license.
- Consider the use of a professional bartender and the requirement that they provide a certificate of insurance showing coverage for liquor liability.