



Larchmont United Methodist Church

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Policy for Alcohol Consumption in or around Larchmont United Methodist Church Property

Approved by the Administrative Council May 26, 2026

In keeping with United Methodist traditions and doctrine, Larchmont United Methodist Church's (the Church) Building Use Policy prohibits the possession or consumption of alcohol on all property owned or leased by the Church (collectively, the "Church Property"). The Church's Administrative Council has determined, however, that to maximize the use of Church facilities for congregational care, fellowship, and outreach activities, and thereby support the missions of the Church, a carefully defined, narrow exception to the "no alcohol" policy would be beneficial. Consistent with this determination, the Church's Administrative Council has adopted a Limited Alcohol Use Policy (the "Policy"), as follows:

Limited Alcohol Use Policy

While all Church Property is considered alcohol free, the possession and consumption of alcoholic beverages on Church Property may be permitted under the following terms and conditions:

- 1. Limited Exception.** Alcohol consumption on Church Property is limited to Special Exception Events. As used herein, "Special Exception Events" means a limited number of events, not to exceed twelve [12] in any calendar year, such as wedding receptions and other private events, community celebrations, and other gatherings that are consistent with the mission of the church, as approved in advance in accordance with this Policy. Attendees at Special Exception Events may include church members and non-church members.
- 2. Application and Approval.** To seek approval for a Special Exception Event, an applicant (the "Applicant") must complete a Beverage Exception Request,

in the form attached as Exhibit A, and submit it to the Alcohol Consumption Exemption (ACE) Committee for approval. In submitting a Beverage Exception Request, the Applicant is agreeing to the contractual terms and conditions set forth therein, including without limitation, the types of alcohol that may be served, restrictions in serving alcohol, and others. Each Beverage Exception Request shall be in writing and signed by the Applicant. In considering a Beverage Exception Request, the ACE Committee shall consider factors including the nature, size, date(s), and duration of the proposed Special Exception Event, and the appropriateness of hosting the Special Exception Event on Church property generally. Use of any Church Property for the church's general membership shall take priority over proposed private events. No Special Exception Event may be held unless the Beverage Exception Request has been approved by the ACE Committee and signed by its Chair or the Chair's designated representative. The ACE Committee may approve or deny any Beverage Exception Request in its sole and absolute discretion. The Beverage Exception Request requirement shall be in addition to any other approval as may be required for use of the specific Church Facility or Property as delineated in the *Larchmont United Methodist Church Property/Facilities/Equipment Use and Fees Policy*, which sets forth obligations regarding the use of the facility, which rooms may be used during what times, responsibility for clean-up, etc.

3. **District Superintendent.** The Church is required to inform the District Superintendent of its approval of the Special Exception Event Policy. A copy of this Policy shall be sent to the District Superintendent's office as a matter of record for the Church.

4. **Church Insurance.** The Church's ACE Committee is responsible for verifying with the Church's insurance company that the terms of coverage for a Special Exception Event are in compliance with their insurance coverage. In particular,

the Church will seek advice from the Church's insurance company about increased liability and ways to mitigate liability issues when holding such events.

5. **Fees.** With respect to a Special Exception Event held pursuant to a Beverage Exception Request that has been approved and fully executed in the manner described above, the Applicant shall be responsible for paying to the Church a user fee based on the Facilities Use Fee Schedule, established by the Church Board of Trustees, contained in the current *Larchmont United Methodist Church Property/Facilities/ Equipment Use and Fees Policy*. The Church Board of Trustees shall update the Facilities Use Fee Schedule from time to time based on market rates for other comparable event facilities within the Church's local community. For church-sponsored Special Exception Events the user fee will be waived and will be covered by the church's insurance consistent with the *Larchmont United Methodist Church Property/Facilities/Equipment Use and Fees Policy* . The Church Board of Trustees may adjust the user fee as it deems appropriate under the circumstances for any Special Exception Event, but not below an amount equal to an administrative fee plus cleaning costs.
6. **Permits and Licenses.** The Applicant must obtain all required Virginia ABC and local permits for serving alcohol. The Church is responsible for securing any necessary local permits for the Special Exception Event.