

ASCENSION EVANGELICAL LUTHERAN CHURCH

SUBJECT: One Ascension Campus Alcohol Policy

P&P 5.2

1.0 PURPOSE

This Policy has been established consistent with the laws of the State of California, the County of Ventura, California, and Ascension's Constitution, By-Laws and mission. This policy sets forth the application, approval, and implementation process for serving and consuming alcoholic beverages in conjunction with events on the campus of Ascension Evangelical Lutheran Church (hereinafter, "Ascension" unless otherwise noted). This Policy, including the required Event Application Form (Exhibit 1) sets forth minimum requirements. Additional requirements may be imposed and implemented by Ascension's Church Council. Exceptions to this Policy, the Event Application, and the requirements herein must be approved by Ascension's Church Council.

As a faith community comprised of Church, School and Foundation, the members of the Ascension community lead and host ministry and fellowship programs and events, furthering Ascension's mission. These programs and events, occurring throughout the calendar year, use campus sites and facilities. This Policy, subject to the terms and conditions herein, shall permit the consumption of alcoholic beverages in conjunction with ministry, fellowship, and School events and programs on campus. It is the expectation that alcoholic beverages are consumed responsibly, with health and safety in mind.

2.0 POLICY

Alcoholic beverages are permitted on Ascension's campus, to be served and consumed in conjunction with Ascension events and programs, when specific permission is sought and granted by the Church Office Administration in the manner set-out in this Policy. The consumption of alcoholic beverages shall not be the primary purpose of any event or program at which alcoholic beverages are served. These events and programs include, but are not limited to, ministry and fellowship meetings, gatherings and dinners; special fund-raising and celebratory events of Ascension's Church, School and Foundation. When required by applicable law or this policy, alcohol will be served by a caterer or food/beverage service provider holding required license(s) to do so. When appropriate, the Church Office Administration may approve the careful service of beer or wine by a caterer or host under the provision of our joint host alcohol insurance coverage.

3.0 PROCEDURE

Definitions:

Ascension: Ascension Evangelical Lutheran Church, School and Foundation, hereinafter "Ascension" unless otherwise noted.

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Ascension Campus: The property of Ascension at 1600 E. Hillcrest Dr., Thousand Oaks, California, including: (a) indoor meeting rooms and halls, including but not limited to, the Library, Founders' Hall, Pederson Hall, and the Bethlehem Room; and (b) outdoor spaces including, but not limited to, the garden (behind the modular buildings), the garden in front of the Early Childhood Center, the School lawn, the Patio outside the West Narthex, and Parking Lots 1-5.

Event Application: Exhibit 1 to this Policy

Event Host: A ministry, organization, department or group of Ascension Church, School or Foundation; a member(s) in good standing of Ascension Church or School.

Permitted Alcoholic Beverages: Beer, Wine (including champagne), and Hard Seltzers

4.0 SCOPE

This policy applies to all individuals, groups or organizations, regardless of Ascension affiliation, on the Ascension Campus.

Application: An Event Application to serve alcoholic beverages at a location(s) on the Ascension Campus must be completed and submitted to the Ascension Church Office for review and approval. The Event Application form is included in this Policy as Exhibit1.

Locations Where Alcoholic Beverages May Be Served and Consumed

- a. Indoor Meeting Rooms and Halls, including but not limited to, the Library, Founders' Hall, Pederson Hall, and the Bethlehem Room.
- b. Outdoor Spaces including, but not limited to, the garden (behind the modular buildings), the garden in front of the Early Childhood Center, the School lawn, the Patio outside the West Narthex, and Parking Lots 1-5. Outdoor spaces must be fenced, tented or staffed by security personnel to control access. (Method(s) of controlling access must be included in the Event Application.)

Insurance:

Specific insurance requirements will be as set out in the Event Application form. The Church Office Administration may impose additional insurance requirements as a condition to approving the Application.

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Security:

Security Officers must be on-site to staff any event or program where alcoholic beverages will be served and anticipated attendance is over one hundred (100) people. One security officer per one hundred (100) anticipated attendees is required. The Event Host will use a pre-approved security officer scheduled and assigned by the Ascension Church office administration. The cost of hiring security officers is available from the Ascension Church Office, and should be paid to Ascension Lutheran Church in advance of the event.

All security officers used for events and programs where alcoholic beverages will be served are required to be certified and trained through the State of California Department of Alcoholic Beverage Control training. (www.abc.ca.gov; For Ventura County, CA, email: Ventura@abc.ca.gov)

Food and Alcoholic Beverage Service:

Beer and wine can be served by a host in conjunction with a meal or approved event per the approved application.

Alcohol may only be sold by a caterer or food/beverage service provider having current, retail licenses, in good standing, to sell alcoholic beverages.

Ascension requires that you use an approved caterer for events of more than 50 people. You must provide the name and contact information of your selected caterer on your application. The caterer must maintain insurance coverages and necessary licenses to sell and serve food and alcoholic beverages.

The price of alcoholic beverages sold at an event or program on Ascension's Campus shall not be at a level to encourage excessive consumption.

Service of Alcohol:

All Ascension groups or individuals sponsoring or hosting events at which alcoholic beverages will be served must review this policy, implementation guidelines, including any special limitations or requirements added to the Event Application by the Church Office Administration, and are responsible for ensuring compliance.

Delivery of alcoholic beverages for events on the Ascension Campus must be coordinated through the Event Host. The manner in which the alcoholic beverages will be delivered to the Ascension Campus (date/time/location/responsible parties) must be included in the Event Application.

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Alcohol storage on campus must be confined to a secure area under the control of the Event Host or their designated representative who must at least twenty-one (21) years of age. Alcoholic beverages for the event may be brought onto campus no sooner than three (3) hours before the start of the event.

At all events where alcoholic beverages are served, suitable type and quantity of non-alcoholic beverages and food shall be available for the duration of the event. Non-alcoholic beverages shall be featured and shall be visible as prominently as the alcoholic beverages.

No event or program will include any form of drinking contest in its activities or promotion.

No person under twenty-one (21) years of age and no obviously intoxicated person shall be furnished, served or given an alcoholic beverage. Servers and event assistants are prohibited from consuming any alcoholic beverage at events.

Serving of alcoholic beverages must be discontinued at least thirty (30) minutes prior to the scheduled ending of the event or program.

Alcoholic beverages or containers shall be removed from the event site only by the Event Host or the event's food and beverage caterer(s) or service provider(s). No one under twenty-one (21) years of age shall be involved in removing alcoholic beverages or containers. All alcoholic beverages and containers (empty or not empty) shall be immediately removed from the event site by the Event Host or the food and beverage caterer(s) or service provider(s) at the conclusion of the event.

The Event Host or designated event caterer(s) or food/beverage service provider(s) is responsible for the verification of identification and legal age of all guests consuming or being served alcohol.

The Event Host or the caterer/food and beverage service provider is liable for ensuring the service of alcoholic beverages is appropriate and compliant with this Policy.

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Exhibit 1



1600 E. Hillcrest Drive, Thousand Oaks CA 91362

Application For An Event with Alcohol On The One Ascension Campus

1. This form must be submitted to the Director of Operations.
2. Nonalcoholic drinks and food must be available at the function.
3. People attending the function must not bring their own liquor. All liquor must be supplied by the requestor or approved selected caterer conducting the function.
4. Those conducting the function must take full responsibility for the proper behavior of those attending.
5. People attending the function must observe the Ascension Campus Alcohol Policy.

Name of Organization: _____

Address: _____

Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

Ascension Host/Representative: _____

Type of Function: _____

Date of Function _____ Time of Function: From _____ to _____

How Many Attendees do you anticipate? * _____

*Caterer required for more than 50 guests, one security guard per 100 guests)

Location on Campus: _____

If Outdoors, how will access be controlled? (fencing, etc) _____

Estimated Attendance: _____

Type of food to be served: _____

Type of alcohol (check all that apply):

_____ Wine _____ Beer _____ Champagne _____ Hard Seltzer

Nonalcoholic beverages to be served: _____

Number of Security Guards Required: _____ (One per 100 – per every person over 50)

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Your food and beverage caterer:

Name: _____

Phone Number: _____

Email Address: _____

(All caterers are required provide a Certificate of Liability form that shows General Liability limits of \$1,000,000 each occurrence and \$3,000,000 aggregate, Liquor Liability in the amount of \$1,000,000 each incident, and must name Ascension Additional Insured. All caterers must have current licenses, in good standing, to serve food and to serve/sell alcoholic beverages. Please submit proof of insurance coverage and copies of food and alcohol licenses with your application.)

I/we agree to comply in ALL respects with Ascension Alcohol Policy. I/we understand that we are required to discuss our timing and plan to deliver/pickup alcohol and empty alcohol containers to/from the campus with our Ascension Hist/Representative.

Signature of Organizer _____ Date: _____

Statement of Support and Approval of Selected Caterer:

Ascension Host/Representative

Date

Ascension Church Office Representative

Date

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REVISION	DESCRIPTION	APPROVAL	DATE
---	Ascension Campus Alcohol Policy	Approved by Church Council	11/19/2025