

TOWN OF ROCKPORT

Application for
One Day License for the Sale of
All Alcoholic Beverages

Pursuant to Chapter 470 of the Acts of 2004, special or "one day" licenses for the sale of alcoholic beverages are available to the responsible manager of any activity conducted by a nonprofit organization which, in the opinion of the Town of Rockport Board of Selectmen, complies with all state and local requirements and demonstrates satisfactorily that grant of the license is in the best interests of the Town of Rockport. This application must be submitted 30 days prior to the event. The application fee must be submitted with application.

Date: _____

I hereby make application for a ONE DAY SPECIAL ALL ALCOHOLIC BEVERAGE LICENSE for the purpose of selling and dispensing all alcoholic beverages permitted by law at a _____

Type of Meeting (banquet, concert, picnic, etc.) and its purpose

which is to be held by _____
Name of Non-profit Organization

(Address of Non-Profit Organization)

A currently existing and valid non-profit organization ("Non Profit Sponsor"), on the ___ day of ___ between the hours of ___ at the following described place _____

List name, title and address of all officers and managers of the Non Profit Sponsor applying:

Table with 3 columns: Name, Title, Home Address. It contains three empty rows for data entry.

Organization Taxpayer ID No. _____

Attach sufficient documentation to establish the current legal existence of the Non Profit Sponsor as a non-profit organization (e.g. Chapter 180 articles of organization, most recent annual report, certificate of legal existence, 501(c) IRS certification or other suitable document) and the authorization or vote of its governing body to seek this license.

- 1) What kinds and quantities of alcoholic beverages (kegs, bottle, etc.) will be available for sale and from what source will they be purchased:

- 2) What is the maximum number of expected attendees? _____ What percentage of the expected attendees are members of the Non Profit Sponsor? _____
- 3) What is the predominate age group of the expected attendees? _____
- 4) Is an admission fee to be charged? Yes _____ No _____
- 5) How will alcoholic beverages be dispensed or served? Waiter/waitress (); bar with bartender (); by the glass (); by the bottle ()? Check all that apply.
- 6) Who will be serving alcoholic beverages? Members of the Non Profit Sponsor? Others? Will they be over 21 years of age? What training or certification in the dispensation of alcohol beverage do they have? _____

- 7) If any attending are under age 21, what method will be used to check identification and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages? _____

- 8) Will a police detail or other security be provided? Yes () No (). If "Yes", name and address of provider and how many? _____

- 9) Name of the official, employee, or representative of the Non Profit Sponsor who will be present at the event and who has been duly authorized by the Non Profit Sponsor to be responsible for supervising the event to ensure that it is properly controlled and that all the State and Town laws and regulations, including liquor licensing laws and regulations, are complied with.

Name

Address

Telephone

I certify under penalty of perjury that:

- a) I am a citizen of the United States and the duly elected/appointed _____ of the Non Profit Sponsor;
- b) I shall be responsible for the proper observance of all laws and conditions governing this license;
- c) All of the information contained in this application is true and correct;
- d) The Non Profit Sponsor has be right or has made arrangements to use the location for which this License is sought on the date and at the times requested;

- e) The Non Profit Sponsor has approved the gathering for which the License is sought and the filing by me of this Application;
- f) This license is being sought for the exclusive benefit and use of the Non Profit Sponsor and its members; and
- g) Food service is required at a one-day function where alcoholic beverages are to be served, per rules and regulations.

LIABILITY DISCLAIMER FOR ONE-DAY ALCOHOLIC LICENSES

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgement that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal and/or insurance advisors. The Town of Rockport, and the Board of Selectmen as Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant:

For Town Use Only	
Approved: _____ / _____	Date
Chief of Police	
Approved: _____ / _____	Date
Fire Chief	
Board of Selectmen: Approved (<input type="checkbox"/>) Denied (<input type="checkbox"/>) License # _____	
Date: _____	
Remarks: _____	

Notice sent to ABCC (within 10 days of issuance): _____	
	Date

LICENSE NUMBER: _____

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF ROCKPORT**

This is to certify that _____
Name and address of manager

_____ As Responsible Manager for _____

Name and address of Non Profit Sponsor

IS HEREBY GRANTED A SPECIAL LICENSE

FOR THE SALE OF ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES at a gathering of less than 500 persons under Chapter 470 of the Acts of 2004 and the applicable provisions of Chapter 138 of the General Laws,

For _____
Event

To be held at _____
Location

From: _____
Time Period and Date

This license is granted subject to the Rules and Regulations and any Conditions attached and expires _____ on unless sooner suspended or revoked.
Date

ROCKPORT BOARD OF SELECTMEN

Date of Issue: _____

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES.

Town of Rockport is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Town of Rockport to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Town of Rockport written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

the Town of Rockport may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Town of Rockport must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE

DATE

SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name *First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

*Date of Birth Place of Birth

*Last Six Digits of Your Social Security Number: _____ - _____

Sex: _____ Height: ___ ft. ___ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government-issued identification:

VERIFIED BY: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee

**TOWN OF ROCKPORT
CORI POLICY**

I. **PURPOSE**

This Policy outlines the requirements for the criminal history screening of prospective and current employees, subcontractors, volunteers and interns and professional licensing applicants.

II. **APPLICATION**

State law and regulations govern the use of Criminal Offender Record Information (CORI) and other criminal history checks by a municipality. When such checks are conducted, such as in connection with an application for employment, volunteer work or licensing purposes, the following practices and procedures will be followed. Violations of CORI laws and regulations are actionable in accordance with state law, and may also result in disciplinary action against an employee found to have violated said laws and regulations, up to and including termination from employment.

III. **POLICY**

A. **Access to CORI**

All CORI obtained from the Massachusetts Department of Criminal Justice Information System (DCJIS) shall remain **CONFIDENTIAL**, and CORI may only be disclosed to those individuals who have a "need to know," the information in order to fulfill their duties. This may include hiring managers, staff submitting the CORI requests, and staff charged with processing applications. However, every effort will be made to limit the number of individuals authorized to access or receive CORI. The Town must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

Pursuant to state regulations, all CORI certifications must be renewed annually, and any persons authorized to access CORI are required to be retrained annually.

B. **Training**

All personnel authorized to review or access CORI, which includes all personnel authorized to conduct criminal history background checks, shall review and be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

C. **Conducting CORI Screening**

CORI checks will only be conducted as authorized by the DCJIS and G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed by the individual to be checked.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours' notice that a new CORI check will be conducted.

In accordance with state regulations, prior to running a CORI check, the applicant's identity will be verified with government-issued photographic identification (such as a driver's license or passport). If the individual has not been issued such a form of identification, then the applicant's information will be verified with a government-issued non-photographic identification, such as a birth certificate or social security card, or other identification authorized by DCJIS. The Town shall maintain a copy of this identification, together with the CORI Acknowledgment Form, on file for at least one year from the date the Form was signed by the applicant.

In no instance will the applicant be asked or required to provide a copy of his/her own CORI.

D. Use of Criminal History in Employment Background Screening

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position and meet all other requirements for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this Policy and any applicable law or regulations.

E. Use of a Credit Reporting Agency to Conduct CORI Checks

If a Credit Reporting Agency (CRA) is used to conduct CORI checks on applicants, the Town will comply with the state regulations particular to use of a CRA.

F. Verifying Subject's Identify Once CORI Record is Received

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

G. Inquiring About Criminal History

In connection with any decision regarding employment, volunteer opportunities or licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history, and **PRIOR** to making any adverse decision based upon the applicant's criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

H. Determining Suitability

If a determination is made, based on the information as provided in Section F of this Policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this Policy and any applicable law or regulation. Factors to be considered in determining suitability may include, but not be limited to, the following:

- (1) Relevance of the offense(s) noted on the record to the position or license sought;
- (2) The nature of the work to be performed (where applicable);
- (3) Time since the conviction;
- (4) Age of the candidate at the time of the offense;
- (5) Seriousness and specific circumstances of the offense;
- (6) The number of offenses;
- (7) Whether the applicant has pending charges;
- (8) Any relevant evidence of rehabilitation or lack thereof; and
- (9) Any other relevant information, including information submitted by the candidate or requested by the organization.

Whenever possible, the applicant is to be notified of the decision and the basis for it in a timely manner.

I. Adverse Decisions Based on CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified promptly. The subject shall be provided with copies of: 1) the organization's CORI Policy; 2) the criminal history at issue, indicating the source(s) of said criminal history; and 3) DCJIS' *Information Concerning the Process for Correcting a Criminal Record*, or other similar information published by DCJIS relating to the process for correcting CORI.

The subject will then be provided with a reasonable opportunity to dispute the accuracy of the CORI record and/or submit additional information. In most instances, that reasonable opportunity shall be seven (7) calendar days from date of notification from the Town of the potential of an adverse decision, unless there are extenuating circumstances. Upon the timely receipt of additional documentation/information from the applicant and/or the DCJIS, the Town shall review the information. If the CORI record does not exactly match the identification information provided by the applicant, the Town will make a determination based upon a comparison of the CORI record and documentation provided by the applicant. The Town shall document all steps it takes in this regard.

In the case of license applications, the Town will additionally provide the applicant with information regarding any applicable appeal process, including the opportunity to dispute the accuracy of the CORI at issue.

J. Maintenance of CORI

All CORI information, including CORI Acknowledgment Forms and copies of government-issued identification, will be maintained in a secure fashion. This means that hard copies will be stored in a separate, locked, location; electronically-stored CORI will be password protected and encrypted. No CORI shall be stored using public cloud storage methods. CORI shall be destroyed within seven years from: the date of hire, or date of entrance into volunteer service (employment); date of licensing decision (licensing); last date of residency or date of housing decision (housing), whichever is later. Destruction shall occur by shredding or other similar means (hard copies), prior to disposal. Electronically-stored CORI shall be deleted from all hard drives on which they are stored and from any system used to back up the information. Appropriate measures shall be taken to "clean," any computer used to store CORI, prior to disposal or repurposing of such a computer.

K. Secondary Dissemination Logs

All CORI information obtained from the DCJIS is **CONFIDENTIAL** and can only be disseminated as authorized by law and regulation. A central "secondary dissemination log," shall be used to record *any* dissemination of CORI outside this organization, including dissemination at the request of the subject. That log must contain the following information: 1) the applicant/subject's name; 2) the applicant/subject's date of birth; 3) the date and time of dissemination; 4) the name of the person to whom the CORI was disseminated, including the name of the organization for whom the person works (if applicable); and 5) the specific reason for the dissemination. These logs must be maintained for at least one year from the date of dissemination; they may be maintained electronically or on paper in the same secure manner as other CORI information; and are subject to audit by DCJIS.

Rockport Board of Selectmen
Adopted: June 24, 2014
