



NAPA VALLEY COLLEGE

Alcohol Service Guidelines for Facility Rentals

Purpose

These guidelines outline the requirements for serving beer and wine at events held on Napa Valley College property. Our goal is to support safe and successful events while ensuring compliance with California law and college requirements.

Alcohol may not be sold, served, or distributed on campus without prior approval.

1. Approval Requirements

Advance Approval

- If you plan to serve alcohol at your event, you must receive written approval from Napa Valley College before the event.
- Please submit your request at least 30 calendar days in advance to allow time for review and any required permitting.
- Alcohol service requests will be reviewed by:
 - Facilities
 - Campus Police/Security
 - Auxiliary/Foundation leadership (if applicable)
 - Other college departments as needed

Approval from the college does not guarantee approval from the California Department of Alcoholic Beverage Control (ABC), if a permit is required.

2. ABC Permit Process

Some events may require approval or a permit from the California Department of Alcoholic Beverage Control (ABC).

If an ABC permit is required:

1. Complete the required ABC 221 form.
2. Submit the forms to the Facilities Department for college review and signatures.
3. Once completed, the college will notify you when the paperwork is ready.
4. You are responsible for submitting the final paperwork directly to the ABC office.
5. You are responsible for meeting all ABC deadlines and obtaining approval before the event.
6. Once permit is received by ABC, a copy will need to be sent to the college.
7. Copies of Responsible Beverage Service permits for those pouring must be submitted as well.

Depending on the event location, additional campus alcohol permit forms may also be required.

3. Required Event Information

When requesting alcohol service, please provide:

- Event description
- Date and time
- Event location
- Estimated attendance
- Proof of ABC permit (if required)

- Certificate of insurance
 - Security plan (if required)
 - Alcohol service plan
 - Vendor or caterer information
 - Main contact person for the event
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4. What Alcohol Is Allowed

Alcohol service on campus is limited to:

- Beer
- Wine

Distilled spirits, liquor, and mixed drinks are not permitted unless specifically approved in writing by the college and allowed by ABC regulations.

5. Alcohol Service Requirements

- Service Must Be Controlled
- Alcohol may not be self-served unless specifically approved.
- Alcohol service must be supervised by approved servers, such as:
 - A licensed caterer, or
 - A Responsible Beverage Service (RBS)-certified server

Service Expectations

The following may be required:

- ID checks or wristbands
- Designated serving areas
- Food and non-alcoholic beverages available during the event
- Limits on service as determined by the college

Prohibited

The following are not allowed:

- Service to anyone under age 21
 - Service to visibly intoxicated individuals
 - Drinking games
 - Unsupervised alcohol access
 - BYOB (Bring Your Own Beverage)
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6. Student and Minor Restrictions

Alcohol is generally not allowed:

- At events primarily attended by minors
- During instructional activities unless approved for academic purposes
- In areas where the college determines alcohol service is not appropriate

Student organizations may not independently purchase, serve, or distribute alcohol.

7. Safety and Security

Depending on the event, Napa Valley College may require Campus Police or event monitors.

Event organizers must maintain:

- Clear fire exits
- Emergency vehicle access
- Occupancy limits
- Safe pedestrian access

Event organizers are encouraged to promote safe transportation options, including rideshare services and designated drivers.

8. Cleanup and Event Responsibilities

The renter is responsible for:

- Protecting college property
- Preventing damage
- Proper disposal of waste
- Cleaning the event area
- Removing all alcohol containers and event materials

Additional custodial or security fees may apply.

9. College Authority and Compliance

Napa Valley College reserves the right to:

- Deny or revoke alcohol approval
- Require additional safety measures
- Stop alcohol service during an event
- Remove individuals not following these guidelines

Failure to follow these requirements may result in:

- Loss of facility rental privileges
 - Financial responsibility for damages or additional costs
 - Referral to law enforcement or ABC, when applicable
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10. Questions

For questions about serving alcohol during your event or to begin the approval process, please contact the Facilities Department.

Early planning is encouraged to allow enough time for review and permitting.

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