



Origination 12/11/2023
Last Approved N/A
Effective N/A
Last Revised N/A
Next Review N/A

Owner Clint Ewell: VP-
Finance &
Administrative
Services
Area 10.0 General

Alcohol on Campus, 10.02

PURPOSE

~~In line with the Yavapai College value of integrity, this operational policy outlines the conditions under which alcohol may be served at the College facilities.~~ This policy outlines the conditions under which alcohol may be served at the College facilities. Alcohol will always be served in compliance with applicable local ordinances, Arizona Statutes, and federal law.

POLICY APPLICATION

This policy applies to all individuals planning, supervising planning, and/or approving college events or educational programs which include alcohol consumption. This policy also applies to housing for adults (21+) owned and operated by Yavapai College.

OPERATIONAL POLICY

I. Events in Licensed Premises

Alcohol may be served in Licensed Premises at the College for public events, or by third parties whose event is approved via the Event Request process. A certified Arizona Police Officer is required to be present during external events taking place on a Licensed Premise.

Prescott Campus: The Yavapai College Performing Arts Center (Building 16), and by extension, the Sculpture Garden, operates under a Series 05 alcohol license and as such:

- A. Serves liquor, beer, and wine
- B. Sells to patrons - alcohol to be consumed on the licensed premises only – no carryout

Verde Valley Campus: The Yavapai College Southwest Wine Center (Building O), and by extension the Art

Gallery (Building F-111), Community Room (Building M-137), Pavilion (Area Q) operates under a Series 13 In-State Farm Winery License, and as such:

- A. Serves wine produced on premises for sampling
- B. Serves and sells wine produced on premises in original container to consumers physically present for on or off sale consumption
- C. Purchases wine produced by other Arizona farm wineries and sells it to persons physically present for on or off premise consumption
- D. May take orders by phone, United States Postal Service, fax, catalog, and Internet, to sell and deliver to an Arizona residence if shipped to residential address to a person 21 or older for personal use, received by adult signature and is paid for at the time of purchase.

Sedona Center: The Yavapai College Sedona Center (Building SED) and, by extension, the front Patio (SED-44) operates under a Series 05 Alcohol license and as such:

- A. Serves liquor, beer, and wine
- B. Sells to patrons – alcohol to be consumed on the premises only – no carryout

II. Events in Non-Licensed Premises

Alcohol may be served in non-licensed areas with the appropriate approval from the College President or their delegate with appropriate licensing. ~~A Certified Arizona Police Officer is required to be present on campus during the event.~~

To obtain Presidential approval, the YC Alcohol Request Form (Appendix A - Internal Events) must be completed in its entirety and submitted for approvals in the order designated on the form. For ~~external events~~ third-party facility rentals, refer to the ~~Events and Facilities Coordinator at 928-776-2058~~ Department of Property Management. Approval will be considered under the following criteria:

- A. Compliance with applicable local ordinances, Arizona Statutes, and federal law with regard to licensing of the event.
 - 1. If alcohol will be sold, the event sponsor must obtain a Special Event license http://www.azliquor.gov/faq/charity_specialevent.cfm
 - 2. If alcohol will be served but not sold (BYOB), this must be a private, non-advertised, invitation-only event and alcohol may only be served to those 21 and older.
- B. Any group, other than the College or YC Foundation (YCF), that serves or furnishes any alcoholic beverage will provide evidence of \$1M public liquor liability insurance that names the Yavapai Community College District, the District Governing Board, College officers, agents, employees, and students as additional insured. The party seeking the approval will indemnify the College for any expense related to any legal claim in addition to assuming all risk and liability for damage and injuries. Proof of insurance must be provided at least 30 days prior to the event.
- C. Each event will have at least one ~~server~~ Title 4 licensed and insured bartender. Additional servers beyond the individual who hasis Title 4 licensed and insured must have completed the

bartender training class (TIPS--Training for Intervention Procedures) or has been paid as a bartender (for serving alcohol) for three or more years. ~~This server~~The bartender will be responsible for the overall operation and activities of other event servers and must carry appropriate insurance per YC standards.

- D. Except with the written permission of Property Management department, all events with alcohol will be required to pay for having one or more Police Officers present at the event.

III. Allowable Educational Uses of Alcohol on Campus

~~On the licensed premises, alcoholic~~Alcoholic beverages are permitted in officially sponsored College courses, credit and non-credit, when specifically required as part of the course curriculum. The Alcohol Request Form is not required for these courses and a Yavapai College Certified Police Office is not required to be in attendance. Alcohol will be served only to those students of legal drinking age in the State of Arizona, 21 years of age.

IV. Special Operations

A. Property Management Locations

Residents of Yavapai College-managed residential properties may possess and consume alcohol within their individual residences and private yards, provided:

- : All individuals consuming alcohol are 21 years of age or older.
- : Consumption remains within the private residential or yard area.
- : Alcohol is not sold or distributed to minors or non-residents.
- : Residents comply with all College conduct standards and local laws.

IVV. Additional Consumption

All other consumption of alcoholic products on campus is strictly prohibited.

RELATED INFORMATION

[Special Event License](#)

[Alcohol Authorization Request Form-External Events Only](#)

Appendix A: Alcohol Service Permit for Internal Events - See below attached form

OPERATIONAL POLICY HISTORY

Adopted 11/6/2012

Revised & Renamed Alcohol on Campus 11/20/2015

Renumbered from 5.25 to 10.2 on 9/27/2016

Renumbered from 10.2 to 10.02 on 05/04/2018

Revised to "Operational" Policy and Owner Reassigned 3/5/2021

[Transferred to PolicyStat 12/1/2021](#)

Presidential Authority revision adding Sedona Center to comply with Risk Management and Insurance needs.

Revised January 28, 2026

~~Transferred to PolicyStat 12/1/2021~~

~~Presidential Authority revision adding Sedona Center to comply with Risk Management and Insurance needs~~

Attachments

[Alcohol-Service-Permit_Appendix A-Internal Events.pdf](#)

Approval Signatures

Step Description

Approver

Date

DRAFT