

Program Guidelines

The following are the Program Guidelines for the voluntary party registration pilot program:

1. Registrants must be at least 18 years old.
2. All party registrations must be submitted one week in advance.
3. Registration applications may be submitted in person at the Police Department or via the online registration portal. A photo ID is required when submitting the application.
4. Registrants must be a resident of the property being registered. Registrants may not register someone else's party.
5. Registrations may only be submitted for events taking place on Friday or Saturday. Sundays may be registered if the following Monday is a holiday.
6. Events starting earlier than 8:00 am will not be permitted in the program. Events may continue until 2:00 am of the following day. (Example: Saturday at 9pm to Sunday at 2am)
7. Registration is only valid on the date listed on the form.
8. Common area parties may not be registered.
9. Amplified music must be inside the property. It is recommended that doors and windows be kept closed.
10. Registration information will be given to the dispatch center. If a noise complaint is received, a dispatcher will call the phone number listed on the registration form to inform the registrant of the complaint.
11. Registered parties will only receive one (1) telephone warning; subsequent complaints at the same location will require police response.
12. Registrant will have 20 minutes to end the noise after the first phone call.
13. If the registrant fails to answer the warning phone call, police will be dispatched to the location and a citation will be issued if the violation is verified.
14. If the registrant fails to end the noise within 20 minutes of the first phone call and a second complaint is received, police will be dispatched and a citation will be issued if the violation is verified.
15. Criminal or municipal violations other than noise may result in police response without a telephone warning. These violations may include, but are not limited to: fights, public urination, parking violations, open container, underage consumption, unruly gathering and social host (providing alcohol to underage individuals).
16. Properties that receive two phone warnings for separately registered parties in a 9-month period lose registration privileges for nine (9) months after the second occurrence.
17. Properties that are on the premises (no warning) list may not be registered for parties. (Exception: Use permitted fraternity and sorority houses may register events if they have not had a noise violation in the preceding nine (9) months.)
18. Individuals who have received a noise violation citation or unruly gathering citation may not register a party within nine (9) months of the citation.

19. Registrants that have been issued an unruly gathering citation are disallowed to register a party.
20. For non-emergency assistance, call 805-781-7312. For emergency assistance, call 9-1-1.

Tips on Successful Event Planning

1. Register your party!
2. Give out mobile phone numbers to surrounding neighbors and ask that they call you first if they are disturbed by your party. (They still might not call but giving out numbers is a great first step.)
3. Designate a non-drinking party host to help keep tabs on noise, limit access at the door and help keep the party from getting out of hand.
4. Know your guests.
5. Don't supply underage guests with alcohol.
6. Keep the party to a reasonable size.
7. Provide guests with snacks and water.
8. Keep doors and windows closed, keep music levels low and turn down the bass.
9. Never let a guest leave the party with a drink in hand.
10. Ask the people waiting for Uber or Lyft remain inside the property until the ride arrives.
11. Sometimes trash from inside finds it's way out into the yard and street. Be a good neighbor and clean it up.