

**KU EDWARDS
PUBLIC ASSEMBLY REGISTRATION FORM**

The [KU Edwards Public Assembly policy](#) informs those interested in engaging in public speech or holding assemblies, rallies, marches, events, gatherings, and/or counter protests (“Assemblies”) on University property of the manner in which expressive actions may be conducted by groups and the procedures for registering the assembly. For additional information, please reference the KU Edwards Public Assembly Registration Procedures on the [KU Edwards Public Assembly policy](#).

Submit this form to the [KU Edwards Assistant Director of Administrative Services](#) as early as possible and at least three (3) business days prior to (but not more than ninety (90) days in advance of) the date of desired use. A group may proceed with its Assembly after registration unless it receives notice to the contrary from the [KU Edwards Assistant Director of Administrative Services](#), to be provided no later than twenty-four (24) hours in advance of the proposed Assembly date.

Registration is accepted on a first-come first-served basis. If the group’s preferred campus space is already scheduled for the same date and time by another group or by a University unit, the KU Edwards Assistant Director of Administrative Services will notify the group’s contact person that its preferred campus space is not available on the date or time selected. In the event of such a conflict, the group may amend its registration to select an available campus space, date, or time for the Assembly, without regard to the three (3) business day notice period.

All fields listed below are required. Incomplete forms will not be reviewed.

Today’s Date (date of submission of Registration Form): _____

Coordinator / Emergency Contact Person: _____

Student/Campus organization or external organization sponsor, if any:

Day of Event Phone: _____ E-Mail: _____

Proposed time(s) and date(s) of assembly:

Date Requested: _____ (M/D/Y)

of Day(s) for Assembly: _____

Assembly Start Time: _____

Assembly End Time*: _____

Preferred Campus Space: _____

Description and Manner of the Assembly (e.g., number of speakers, size, and material of displays and/or equipment, and anticipated number of attendees):

Intended communication plan for publicizing the Assembly, as well as the internal communication plan for the group for planning before, and activities during, the Assembly:

Safety precautions necessary for your assembly? Yes: No:

*All Assemblies must end by the close of operations for each day as [scheduled](#).