

KU EDWARDS PUBLIC ASSEMBLY REGISTRATION PROCEDURES

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.

A. Registration

1. The group should register its Assembly with the [KU Edwards Assistant Director of Administrative Services](#) as early as possible and at least three (3) business days prior to (but no more than ninety (90) days in advance of) the date of desired use. Registration information should be submitted using the [KU Edwards Public Assembly Registration Form](#). Only forms with all required fields completed will be reviewed.
2. 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.
3. 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.
4. An individual not acting in concert with others is not required to register when engaged in expressive actions, and may use sidewalks on University property, so long as the individual does not disrupt University operations, the flow of traffic, or any previously registered Assembly. The University reserves the right to relocate individuals and/or ask them to cease activity when they have not complied with this policy.

B. Manner of Conducting Assemblies on University Property

All Assemblies on University property, regardless of purpose/content, are to be conducted in a manner that complies with the following provisions:

1. Assemblies must be conducted in such a way that traffic is not impeded and normal activity in classrooms and offices is not disrupted.
2. No one may engage in any activity that endangers personal safety and/or results in damage to personal or University property.
3. Assemblies must not interfere with academic, business, or other university operations.
4. The University reserves the right to restrict use of specific areas for the purposes of planting, reseeding, and other general maintenance and upkeep.

5. No exhibits, tables, materials, or other means of display may remain overnight or beyond the time approved.
6. Motorized vehicles are strictly prohibited on sidewalks or grassy areas. If there is a legitimate need for a motorized vehicle, permission must be granted by the KU Edwards Assistant Director of Administrative Services. Participants must comply with all KU Edwards parking policies. Specific parking needs should be addressed to the KU Edwards Assistant Director of Administrative Services.
7. Assemblies at the KU Edwards Campus are to be conducted only during campus operating hours. Operation hours may be extended at the discretion of the KU Edwards Campus Leadership.
8. Overnight camping is not permitted.
9. Use of sticks, poles, or similar objects for any purpose (e.g., a sign on a stick) is not permitted. Only handheld signs are permitted. Handheld candles must not exceed twelve (12) inches in length.
10. A mask, facial covering, or disguise that conceals the identity of the wearer that is intended to obstruct the enforcement of these rules or the law, or to intimidate, hinder or interrupt a University official, law enforcement officer, or another person in the lawful performance of their duty, is not permitted unless for health purposes. Additionally, body-armor or make-shift body-armor, helmets, and other garments, such as sporting protective gear, that alone or in combination could be reasonably construed as weapons or body-armor, is not permitted.

C. Public Assembly Areas

Registered KU student or campus organizations and external groups wanting to schedule an Assembly, event or activity at the KU Edwards Campus should contact the [Assistant Director of Administrative Services](#) for space locations.

D. Political Activities

Political activities on campus are governed by state law and certain policies of the Kansas Board of Regents. These and other laws and policy governing political activity are as set forth in the [Political Activity](#) summary of Kansas Statutes and Board of Regents/University Policies on the use of University equipment, facilities, personnel, and other resources for partisan political activity.

E. Consequences

The University reserves the right to reschedule, re-locate or disperse an event or activity when: individuals have not complied with this policy; the event or activity cannot be reasonably and safely accommodated at the requested location; or the event or activity conflicts with scheduled operations of the University or a previously registered event or activity.