

## PUBLIC ASSEMBLY REGISTRATION FORM

The [Policy on Public Assembly](#) 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 [Policy on Public Assembly](#) and the [Public Assembly Registration Procedures](#).

Submit this form to the Office of Event Management and Protocol ([eventmanagement@ku.edu](mailto:eventmanagement@ku.edu)) 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 Office of Event Management and Protocol, to be provided no later than 24 hours in advance of the proposed Assembly.

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 Office of Event Management and Protocol 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) day notice period.

Today’s Date (date of submission of Registration Form): \_\_\_\_\_  
Coordinator / Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Student/Campus organization sponsor, if any: \_\_\_\_\_  
Proposed time(s) and date(s) of assembly:  
Date: \_\_\_\_\_ (M/D/Y) Day(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
Ends: \_\_\_\_\_ (M/D/Y)  
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):

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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:

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Is it likely that a Public Safety Office presence will be needed?

Yes:  No:

Is it likely that Facilities Services will need to restore the grounds following the event?

Yes:  No: