PUBLIC ASSEMBLY AREA REGISTRATION FORM

Submit to the University Events Committee, Student Involvement and Leadership Center, 400 Kansas Union, University of Kansas, Lawrence KS 66045, at least seven days, but not more than 90 days, prior to the proposed start date of the Assembly. It is the responsibility of the University Events Committee (UEC) to notify the contact person, no later than 24 hours in advance of the proposed Assembly, if the preferred Public Assembly Area is not available on the date or time requested. In such a case, the group may amend its registration to select an available Public Assembly Area, date or time without regard to the standard seven-day notice requirement. If the contact person does not receive such notification from the UEC, the group may proceed with its Assembly as specified in this Registration Form.

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

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)

Proposed Assembly Area (from the list of Public Assembly Areas that appears on the reverse of this form):  ___________________________________________________________________

Description and manner of Assembly (e.g., number of speakers, participants, size and material of displays)—See section C of the Policy on Public Assembly Areas, Manner of Conducting Assemblies on University Property, that appears on the reverse of this form):

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Is it likely that a Public Safety Office presence will be needed? Yes: ____  No: _____

Is it likely that Facilities Operations will need to restore the grounds following the event?
Yes: __________ No: __________

For University Events Committee use:

Assembly area available at proposed date(s) and time(s): Yes: __________ No: __________

If “No,” contact person informed on (date) _______________; alternate Public Assembly Area, date(s) and time(s) selected: ___________________________________________________________________

Public Safety/Facilities Operations/Public Affairs informed on (date) ______________.
Public Assembly Areas: Subject to prior registration with the University Events Committee and in accordance with the University’s requirements of time and manner by which Assemblies are to be conducted as set forth in Sections A. and C., of the Policy on Public Assembly Areas groups may use any of the following Public Assembly Area locations (see https://policy.drupal.ku.edu/provost/public-assembly-areas-policy):

- Northeast corner of 11th and Louisiana
- Southeast corner of the south intersection of 11th and Mississippi
- Northwest corner of 13th and Oread
- Lawn between Marvin Hall and Lindley Hall
- Southeast corner of West Campus and Memorial Drive
- Lawn on the south side of Murphy Hall
- West lawn of Robinson Gymnasium
- Lawn area between Lot 112 (Oliver) and Allen Fieldhouse Service Drive
- Lawn to the southwest of Oliver Hall
- Learned Hall/Eaton Hall lawn
- Southwest corner of 15th and Engel
- Lawn on the east side of Lot 102 (Lewis Hall)
- Southeast corner of 15th and Iowa
- Southeast corner of Bob Billings Parkway and Crestline
- Southeast corner of Bob Billings Parkway and Westbrooke Street
- Lawn on the south side of Petefish Drive directly across from the Dole Institute
- Southeast side of Irving Hill Road and Constant Avenue
- Northwest corner of 19th and Iowa
- Southwest side of Irving Hill Road and Constant Avenue
- Northwest corner of 19th and Constant Avenue
- Northeast corner of 21st and Constant Avenue
- Northwest corner of 23rd and Iowa
- Northeast corner of Clinton Parkway and Crestline Drive

University Units and Registered Student and Campus Organizations: Subject to availability and after obtaining the approval of the University Events Committee in accordance with University Events Committee Guidelines, registered student and campus organizations will be allowed to schedule Assemblies at the following locations. University units shall notify the University Events Committee of plans to use any of these locations at the earliest possible time and at least seven (7) days prior to the date of desired use.

- Kansas Union Plaza
- Watson Library/Fraser Hall Lawn
- Stauffer-Flint Lawn
- Wescoe “Beach”
- Potter Pavilion
- Lawn adjacent to Wescoe Hall
- Terraces outside of the Burge Union
- Parking lot 91 and the balcony over the Kansas Union tunnel
- Public Assembly Area locations listed above.

Use of any outdoor spaces not identified above is prohibited unless express written permission has been granted by the Office of the Provost.

Manner of Conducting Assemblies on University Property (Section C., Policy on Public Assembly Areas, https://policy.drupal.ku.edu/provost/public-assembly-areas-policy)

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. The University reserves the right to restrict use of specific areas for the purposes of planting, reseeding, and other general maintenance and upkeep.
3. No exhibits, tables, materials, or other temporary means of display may remain overnight or beyond the time approved.
4. 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 Office of Provost in consultation with the Director of Facilities Operations.
5. Participants must comply with all University parking policies. Specific parking needs should be addressed through the Office of Parking and Transit.
6. Overnight camping is not permitted.
7. Handheld signs may not be attached to sticks.
8. Assemblies are to be held outdoors and must not interfere with academic and business operations inside of University buildings.

Additional conditions may apply to outdoor events or Assemblies that require the use of tables, structures, equipment set-up, amplified sound equipment, or similar resources, as set forth in the University Events Committee Guidelines https://policy.drupal.ku.edu/SILC/university-events-committee-guidelines