

## **PUBLIC ASSEMBLY REGISTRATION PROCEDURES**

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.

### **A. General requirements for registered student and campus organizations and external groups:**

1. The group should register its Assembly with the Office of University Ceremonies and Special Events 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. Registration information should be submitted in writing and include without limitation:
  - The name and contact information for the coordinator or contact person of the group, both for planning and as an emergency contact on-site during the Assembly;
  - Sponsorship by registered student or campus organization, or external organization, if any;
  - The proposed date;
  - The proposed time (beginning and ending hours);
  - The proposed place;
  - Description of the Assembly;
  - The manner in which the event will be conducted, including the number of speakers, size and material of displays and/or equipment, and anticipated number of attendees;
  - The 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; and
  - Likelihood of need for a Public Safety presence and/or restoration of grounds by Facilities Services.
2. The group may register to use the same campus space for up to five (5) consecutive days and up to five (5) times each semester (for up to a total of twenty-five (25) days each semester).
3. 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 University Ceremonies and Special Events 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.

4. A group may proceed with its Assembly after registration unless it receives notice to the contrary from the Office of University Ceremonies and Special Events, to be provided no later than 24 hours in advance of the proposed Assembly.
5. 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 re-locate 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. 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 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 Services.
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. 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 12 inches in length.
8. 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. 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.
9. Assemblies must not interfere with academic, business, or other university operations.

Additional conditions may apply to outdoor events or other Assemblies that require the use of tables, structures, displays, equipment set-up, amplified sound equipment, or similar resources, as outlined on the [Office of University Ceremonies and Special Events](#) website.