KUMC PUBLIC ASSEMBLY AREA REGISTRATION FORM – KANSAS CITY

Submit to the Office of the Executive Vice Chancellor (Murphy Administration Building, Mailstop 2015, 3901 Rainbow Blvd., Kansas City, KS 66101) at least seven (7) days, but not more than ninety (90) days, prior to the proposed start date of the Assembly. It is the responsibility of the Office of the Executive Vice Chancellor to notify the contact person, no later than twenty-four (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 Office of the Executive Vice Chancellor, 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:

Start Date: ________________ (MM/DD/YYYY)   End Date: ________________ (MM/DD/YYYY)

Day(s): ____________________________________________ Time: ____________ to ____________

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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Is it likely that a KUMC Police Department presence will be needed? Yes: _______ No: _______

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

For Office of the Executive Vice Chancellor 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
• Murphy Courtyard
• Student Center driveway area (on the corner of Rainbow Blvd. and Olathe Blvd.)
• Sidewalk and lawn outside A. R. Dykes Library (along West 39th Ave.)
• Steps in front of Murphy Administration Building (adjacent to Rainbow Blvd.) (must provide enough space between Assembly and Murphy front doors)
• North side entrance to Orr Major Building (along W. 39th Ave.)
• South side of Olathe I parking garage (between Olathe Blvd. and W. 41st Ave.)