



Request to hold an Assembly at the University of San Diego

Name of Organizer: _____ Student Employee
(Please print) (Check one)

Phone number: _____ Email: _____

Date(s) desired: _____ Time: _____ to _____

Note: Assemblies are to be scheduled between the hours of 8 a.m. and 10 p.m. Any exceptions to this must be approved in advance. All rules regarding the use of amplified sound apply to assemblies.

Name of On-site Liaison (if different than above): _____
(Please print)

Desired Location:

- In front of the Hahn University Center Cardinal Van Thuận Plaza Mother Teresa Plaza
- Fountain Plaza in front of the Kroc Institute for Peace and Justice (KIPJ) Plaza de San Diego
- KIPJ Garden of the Sea Colachis Plaza
- Other _____

Estimate of number of participants: _____

Proposed names of visitors or members of outside organizations who may be invited to participate (if approved):

Purpose of the assembly:

By submitting this Request and signing below, the organizer agrees that he/she has read and will comply with the [Policy Governing Assembly on Campus](#). In addition, the organizer agrees and understands that it is his/her responsibility to ensure the attendees are aware of and follow the requirements set forth in the Policy Governing Assembly on Campus.

Signature: _____

Date: _____

Approval: _____
Vice President for Student Affairs/Designee

Date: _____

Approval Notes: (To be completed if the approved time, location or participants differ from the request made above):