



2.2.10 Policy Governing Assembly on Campus

As an academic institution of higher education, the University of San Diego is committed to creating and maintaining an environment in which a variety of ideas can be reasonably expressed, discussed and critically examined. To that end, students and employees may engage in assembly on campus in a peaceful manner, in accordance with the requirements set forth in this policy. For the purpose of this policy, an “assembly” is a rally or demonstration for the purpose of exercising free speech or dissension.

Those who enjoy the ability to engage in assembly on campus also must be responsible for complying with applicable law, university policies, and appropriate standards of conduct. The standards set forth in this policy are intended to protect the rights of those participating in or observing the assembly, to protect the rights of other members of the university community, to protect the property of the university and members of the university community, and to safeguard the institution.

Approval of a request to schedule an assembly under this policy does not constitute express or implied endorsement by the university of the views expressed during the assembly.

Scheduling an Assembly

Assemblies must be scheduled to take place at a location and time that will not interfere with instruction, research, administration or other scheduled events at the university.

An employee or student wishing to schedule an assembly should contact Campus Scheduling at least three business days in advance of the planned assembly, or as soon as practicable under the circumstances. The employee or student must provide Campus Scheduling with the requested date, times, and location of the assembly and the purpose of the assembly. The employee or student also must provide Campus Scheduling with the name and contact information for the responsible student or employee organizer(s); an estimate of the number of individuals who will participate in the assembly; and the names of any visitors or members of outside organizations who have been or will be invited to participate in the assembly.

The designated location for requested assemblies is in front of the Student Life Pavilion Mother Teresa Plaza or in the Garden of the Sky Plaza in front of the Kroc Institute for Peace and Justice. Assemblies normally are scheduled to occur between the hours of 8 a.m. and 10 p.m. However, USD reserves the right to reassign any individuals or groups to other campus areas if there are conflicts with scheduled events or other groups, or to ensure safety and prevent disruption to university operations. Exceptions to the designated location and times for assemblies may be made only with the advance approval of the Vice President for Operations or his/her designee (“Vice President for Operations”) for employee related assemblies of the Vice President for Student Affairs for student related assemblies.

Campus Scheduling will promptly notify the appropriate Vice President about the request. The Vice President will promptly notify Public Safety and any other relevant university officials about the request.

The appropriate Vice President is responsible for approving or denying the request and may approve the request in part and deny the request in part. The response to the request shall be made in a timely manner. Requests will be considered on a content-neutral basis and will be subject to limitations on space and other restrictions established by the university.

Occasionally, an event occurs that warrants a spontaneous and unplanned assembly in response. In those circumstances, the responsible organizer must promptly notify the appropriate Vice President and Public Safety to ensure that the assembly is carried out with minimal threat to the safety and security of persons and facilities. Spontaneous or unplanned assemblies may not displace previously scheduled events.

The ability to conduct an assembly (whether planned or spontaneous) does not include: the ability to engage in unlawful activity; the destruction of property; activity that endangers the safety or well-being of any person; activity that significantly impedes the ability of others to participate in an event (such as a lecture, ceremony, or interview); blocking entrances/exits; restricting pedestrian movement or preventing access to facilities; engaging in threatening, harassing, or discriminatory behavior toward individuals or groups; or activity that interferes with instruction, research, administration or other scheduled events at the university.

If a request for an assembly is denied by the Vice President’s designee, the decision may be appealed to the Vice President. If a request for an assembly is denied by the Vice President, the decision may be appealed to the President’s Administrative Team. The appeal should be made in writing within 10 calendar days of the decision. Decisions regarding scheduling, location, timing, security, or other logistics of an otherwise approved assembly are not appealable.

Enforcement

If an assembly becomes disruptive in violation of this policy, and if the circumstances permit, the participants will be notified that they must immediately cease the disruptive activities. If the disruption continues, appropriate action will be taken, including but not limited to ending the assembly and seeking the intervention of Public Safety or the police department. The appropriate Vice President or Public Safety may conclude that a situation does not warrant a warning, and may take immediate action, as appropriate under the circumstances.

A violation of this policy may result in disciplinary action, in accordance with the policies and procedures applicable to the individual(s) involved.

Visitors and Off Campus Organizations

University property and facilities are available primarily for programs and activities offered by and intended for the campus community. As a private institution, the university does not permit visitors or members of outside organizations to participate in assemblies on university property, unless they were invited to do so in advance by the responsible student or employee organizer(s), and their participation was approved by the appropriate Vice President. Visitors or members of off campus organizations who attempt to participate in on-campus assemblies without the appropriate advance approval will be considered to be trespassing and may be asked to leave the campus.

(Adopted July 16, 2010; Revised with administrative corrections August 21, 2025)

INITIATING AN ASSEMBLY

FOR STUDENTS AND EMPLOYEES | POLICY 2.2.10



STEP 1: Contact Campus Scheduling

Contact [Campus Scheduling](#)

Submit each request at least 10 business days prior to the event.

Provide appropriate details in the submission

Include the event date, time, location, purpose, organizer, USD participants and off-campus groups, guests or visitors

STEP 2: Off-Campus Groups, Guests or Visitors

Student Requests: Must be reviewed and approved by Student Affairs

Employee Requests: Must be reviewed and approved by University Operations

The University of San Diego is a private campus. Off-campus groups, guests or visitors who are not approved may be considered trespassers

STEP 3: Choose From Designated Locations and Times

Location Option 1: In the Mother Teresa Plaza, in front of the Student Life Pavilion

Location Option 2: In the Garden of the Sky Plaza, in front of the Joan B. Kroc Institute for Peace and Justice

Designated Time: 8 a.m. to 10 p.m.

Exceptions: All exceptions require approval by the organizer's vice president.

STEP 4: Review and Approval

Requests will be reviewed by Campus Scheduling.

Campus Scheduling will notify the appropriate vice president.

The vice president will notify Public Safety and any other relevant university officials.

STEP 5: Appeals Process

If a request is denied by Campus Scheduling, appeals may be made to the appropriate vice president.

Students: Submit your appeal to Student Affairs at studentaffairs@sandiego.edu.

Employees: Submit your appeal to University Operations at vicepresidentforoperations@sandiego.edu.

If the appeal is denied by the vice president, a final appeal may be made to the [President's Administrative Team](#).

Prohibited Activities

- Illegal acts or damaging property
- Blocking access or disrupting classes, activities or events
- Harassment, threats or discrimination
- **Any violations could result in the immediate cancellation of the event**

Enforcement

- **Any violations could result in the immediate cancellation of the event**
- The safety of the entire campus community takes priority
- Warnings will be issued if disruptions occur
- Violations of USD's 2.2.10 Policy Governing Assembly on Campus may result in disciplinary action