



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: _____ a.m./p.m. to _____ a.m./p.m.

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:

Mother Teresa Plaza

Fountain Plaza in front of the Kroc Institute for Peace and Justice (KIPJ) Garden of the Sky

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: _____ Date: _____ Vice President for
Student Affairs/Designee

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