

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