

## Free Speech or Peaceful Assembly REQUEST

Please submit this completed form to the University Police Department or Student Life Office  
at least 3 business days prior to the requested date.

Per Policy any person or entity wishing to hold a free speech gathering or peaceful assembly on campus must be sponsored by a department or approved Student Organization. Sponsoring departments or Student Organizations shall commit to the following:

1. Provision of a contact person for the event;
2. Ensure the sponsoring organization is able to assume financial responsibility for event related expenses, which may include, but are not limited to sanitation, security, parking, and liability insurance;
3. Compliance with all University policies and procedures;
4. Assurance that the event is consistent with the mission and purpose of the department or organization;
5. Confirmation of sponsorship in writing by the department or organization through an authorized signature on the Free Speech or Peaceful Assembly Request Form.

Sponsoring Organization: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Phone Number: \_\_\_\_\_ Requestor E-Mail: \_\_\_\_\_

Event Name: \_\_\_\_\_

Reason for Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start & End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Expected number of participants \_\_\_\_\_

Protesters are encouraged to express grievances through the formal written student complaint form located at [letu.edu/complaintform](http://letu.edu/complaintform).

Peaceful demonstrations may take place on campus provided that:

- authorization is obtained to ensure the rights, health, and safety of all involved;
- the normal functions of the University are not disrupted;
- respect for the rights of others is maintained.

The University reserves the right to remove from campus any non-student protesters disrupting the campus or normal operation of the University. Please refer to Policy for additional requirements for use of campus grounds.

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\_\_\_\_\_  
*Authorized Signature, University Police*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Authorized Signature, Facilities Services*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Authorized Signature, Student Life*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Authorized Signature, Sponsoring Organization*

\_\_\_\_\_  
*Date*