



KISHWAUKEE COLLEGE

Information Form for Assembly/Rally/Demonstration

Kishwaukee College prohibits any type of assembly/rally/demonstration using College buildings, grounds, communication systems, equipment, or services without prior written approval from the Vice President of Student Services (or designee). Such includes commercial, charitable, and political purposes.

The College will make available an area on campus for people wishing to assemble/rally/demonstrate or otherwise communicate with students, staff, and the public. Use of the College facilities for such purposes will be limited to designated areas, and the administration will establish rules, procedures, and restrictions governing its use.

Persons or organizations will be permitted to use these designated areas only after application stating the purpose thereof with due and proper references and promising compliance with the rules, procedures, and restrictions established by the College. The Vice President of Student Services (or designee) is responsible for this area. For questions, contact the VP Student Services at 815-825-9807.

General Information

Sponsoring organization/person: _____

Event Contact Name: _____

Phone: _____

E-mail: _____

Purpose of Event: _____ Date of Event: _____

Times (from/to): _____ Anticipated Attendance: _____

Are you expecting off-campus guests at this event: Yes No

Signatures and Approval:

I/we organizers and participants are expected to comply with the college's rules and regulations and will be responsible for all consequences resulting from the conduct at this event. Review of the Student Code of Conduct is recommended.

Signature of Authorized Representative: _____

Date: _____

(Office Use Only)

Signature of VP of Student Services: _____

Date: _____

Designated Space to be Utilized: _____

*Submit completed forms to the VP of Student Services located in C2160 seven days prior to event