

MIAMI DADE COLLEGE
Office of Dean for Administration/Director for Administrative Services
Homestead ----InterAmerican----Kendall----Medical----North----Wolfson

Notice of Intent to Demonstrate

This form must be submitted to the Office of the Dean for Administration/Director of Administrative Services (whichever is applicable) no less than 3 business days (excluding Saturdays, Sundays and Holidays) prior to the scheduled commencement of the event.

The sponsor of any demonstration shall reimburse the College for any expense incurred and pay the minimum charge for personnel, facilities or anything furnished by the College for that particular demonstration. These charges shall be payable prior to the date of the activity.

(Please Print)

Date Submitted: _____

Name/Organization: _____ Phone #: (____) ____ - _____

Address: _____

Name of Contact Person: _____ Phone #: (____) ____ - _____

Address: _____

Student:_____ Employee:_____ Other:_____ (Optional)

Nature & Purpose of Demonstration (Optional): _____

Type of Audio/Amplification to be used, if any: _____

Proposed Date of Activity: _____

Proposed Time: START _____ END _____

Estimated Number of People Attending: _____

Campus Requested:

_____ Homestead _____ InterAmerican _____ Kendall _____ Medical _____ North _____ Wolfson

- It is the responsibility of the Parties/Organizations sponsoring the activity to insure that the facility is clean and orderly upon completion of the event.
- Demonstration requests are processed on a first-come, first-served basis.

Date Received: _____

Dean for Administration/Director of Administrative Services