

**REQUEST FOR INSTALLATION OF TEMPORARY BUILDING**

Applicant: \_\_\_\_\_

1. Type of building (trailer or modular building) \_\_\_\_\_

2. Proposed Location \_\_\_\_\_

3. Gross square footage \_\_\_\_\_

4. Duration of need (note: initial requests may be approved for a maximum of three years, unless the building is to be located within a "Consolidation Area" approved by CCPC): \_\_\_\_\_

5. Programs to be housed in the temporary building: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Explain why the following alternatives are not acceptable solutions (attach additional sheets if necessary):

a. Reallocating unused or underutilized space within existing facilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b. Constructing permanent facilities in conformance with long-range campus development plans:

\_\_\_\_\_  
\_\_\_\_\_

c. Accommodating the need in off-campus lease space: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

d. Freeing space in existing buildings by relocating selected uses to off-campus leased space:

\_\_\_\_\_  
\_\_\_\_\_

e. Alternative scheduling of classes or work shifts to utilize existing facilities more efficiently:

\_\_\_\_\_  
\_\_\_\_\_

Endorsed by: \_\_\_\_\_, requesting Vice Chancellor