



Facilities Services, Campus Planning and Projects

Temporary Space Request Form

Temporary space is not permanent space--it accommodates a clearly defined time-limited project (one year or less), and includes indoor and outdoor space. Uses for temporary space include artwork, built structures, pavilions, tents, plantings and grant funded student projects. Space can be renewed yearly by submitting a new Temporary Space Form to FSCPP, but if another permanent use for the space is requested and approved, the temporary space approval will be revoked. Permanent will take precedence over temporary.

Please print and complete this form, and present it to your Department Chair/Director and College Dean or VP for their approval and signature. Forms should be returned to us at inspaces@lehigh.edu or send to the Logistics Coordinator at FSCPP via Campus Mail. If you have questions about these procedures, please contact Facilities at 610-758-5310.

Requestor Information

Requester Name: _____ Title: _____
Phone Number: _____ Dept.: _____
Email: _____

Request Project/Space Information

What is the location/space you are requesting?

Project Description: Briefly describe the space needed (e.g. type, functions, size, users, location, etc.)

Can you provide a site plan, sketch, images or renderings to explain the proposed project's visual appearance? Yes No

Please check if your project:

- Supports the academic and institutional mission
- Enhances the built environment
- Conforms to applicable exterior design guidelines, which can be found on the FSCPP website
- Adheres to all municipal and building codes (if unknown, leave blank)

What is the start date of the project? _____

What is the end date of the project? _____

Has funding been approved for this project?

- Yes (please provide Index Account Number _____)
- No. If not, why not? _____

AUTHORIZING SIGNATURES:

Department Chair or Director: _____ Date: _____

Dean or Vice President: _____ Date: _____

FSCPP: _____ Date: _____