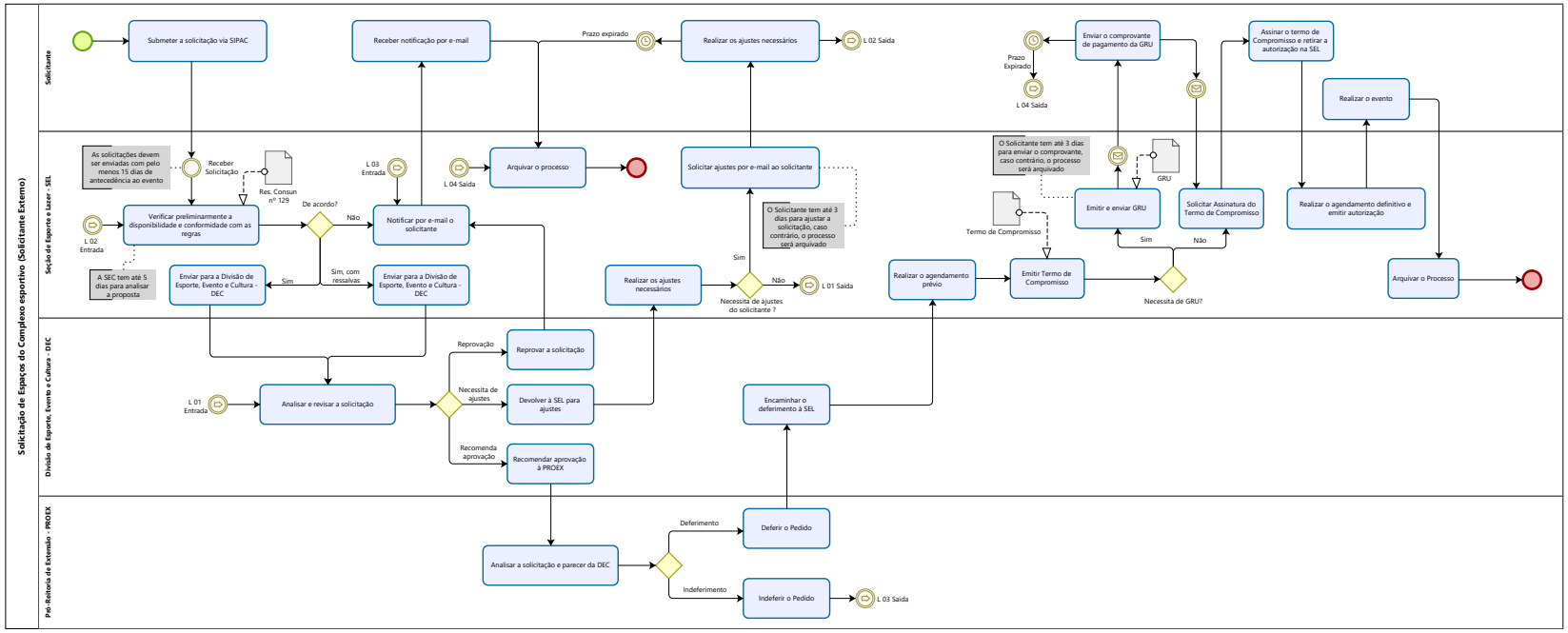4 SOLICITAÇÃO DE ESPAÇOS (SOLICITANTE EXTERNO)