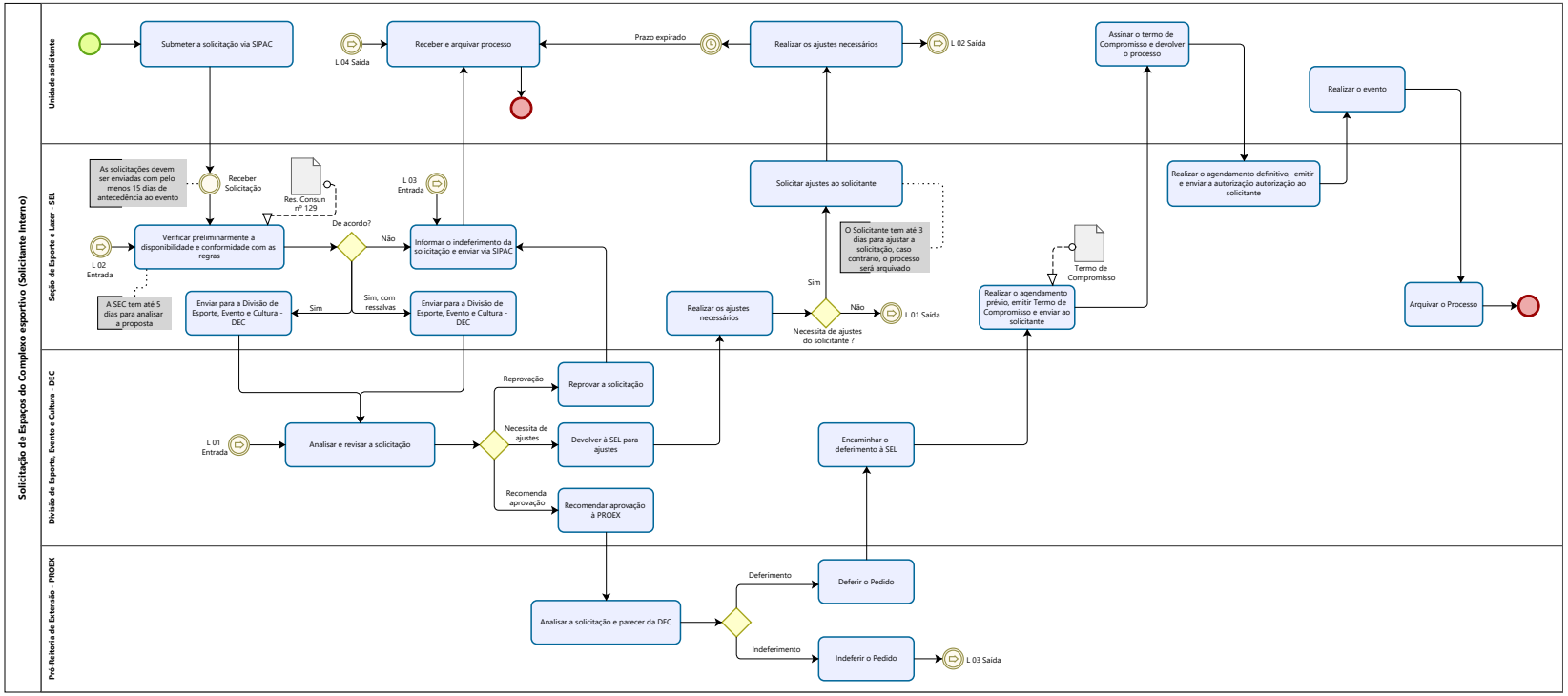5 SOLICITAÇÃO DE ESPAÇOS (SOLICITANTE INTERNO)