

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.B.03

AREA: Facilities and Physical Plant

SUBJECT: Temporary Buildings

1. PURPOSE

This document sets out approval guidelines to ensure that temporary buildings or structures are aesthetically acceptable and appropriate to the campus.

2. POLICY

- 2.1. A temporary building or structure is one which, as evidenced by its type of construction, has been erected or placed at a site for a specific function and a specific period of time supporting an event or activity with a known termination date, after which it is agreed that the building shall be removed. No temporary building or structure shall be erected at any university without prior approval of the appropriate university official.
- 2.2. Any such structure which shall remain in place for two weeks or less, shall be approved on a case-by-case basis by the Senior Vice Chancellor for Administration and Finance or the university's chief financial officer or another person designated by the university president. The university's facilities director should be consulted relative to utilities and location of existing utilities which might be compromised by a temporary structure.
- 2.3. Any such structure that shall remain in place for more than two weeks shall be approved by the university president.
- 2.4. All temporary structures shall be erected in accordance with all applicable local, state and federal laws.
- 2.5. The approvals referred to in Section 2.2 and 2.3 shall be in writing and shall include:
 - a. The name of the requesting person and organization;
 - b. The proposed location;
 - c. The proposed use;

