

AFTER HOURS REQUEST FORM: BONDURANT HALL
 (Request should be submitted at least 48 hours prior to event)

Room Reserved: _____

Date and Time of Event: _____
(Date) (Start Time) (End Time)

Event _____

Anticipated Number of People Attending: _____

Contact Information (Person/Organization Requesting Use)

Name: _____ E-mail address _____

Department: _____ CB# _____

Phone # _____ Fax # _____

DOORS REQUESTED TO BE UNLOCKED	
Entrance from South Columbia Front Entrance	
Entrance from Rear of Building from Beach Area	
Entrance from Macnider Ground Floor Door	
Side Entrance:	
Special Request:	

Signature

Title

The Card Access System for Bondurant Hall operates as follows:

- ◆ Unlocked during normal operating hours: Monday through Friday 7:30 a.m. to 5:00 p.m.
- ◆ Locked after normal operating hours: Monday through Friday 5:00 p.m. to 7:30 a.m.
- ◆ Locked at all hours: Saturday and Sunday

Requests for access into Bondurant Hall outside of normal operating hours need to be submitted in writing **at least 48 hours** prior to the date of the event. This request addresses **ONLY** the exterior doors and does not involve reserving individual rooms or locking / unlocking any interior doors. This request does not include unlocking doors between Macnider into Bondurant except for Ground Floor. Any other doors should be requested in the box for Special Request.

The request should be signed (authorized) by the appropriate department head or representative.

Please return this form to the following contacts when completed

MEDICAL SCHOOL PHOTO ID OFFICE
 41 MACNIDER HALL CB# 9510
 PHONE 919-843-3787
 FAX 919-843-7879
 or email: photoidbadge@med.unc.edu

A signed form can be faxed or emailed. Please include an email address so a confirmation can be sent to you.