AFTER HOURS REQUEST FORM: BRINKHOUS-BULLITT (Request should be submitted at least 48 hours prior to event)

Room Reserved:		-	
Date and time of Scheduled Event:	(Date)	Start Time	End Time
Event Title:			
Anticipated Number of People Attend	ding:		_
Contact Information (Person/Organization Requesting Use)			
Name:E-mail address			
Department:		CB#	
Phone #Fax #			
DOORS REQUESTED TO BE UNLOCKED			
Side Door To Elevator			
Loading Dock		CAN'T LEAVE UNL	OCKED AFTERHOURS
2 nd Floor TRACS Area			
Special Request:			
	Signature		Signature
			Title
The Card Access System for Brinkhous-Bullitt operates as follows: ◆ Unlocked during normal operating hours: Monday through Friday 6:00 a.m. to 6:00 p.m. ◆ Locked after normal operating hours: Monday through Friday 6:00 p.m. to 6:00 a.m. ◆ Locked at all hours: Saturday and Sunday			

Requests for access into Brinkhous-Bullitt 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 include reserving individual rooms or locking / unlocking any interior doors. You are responsible for obtaining a key to get into the appropriate room. If you have reserved the beach seating area specify it above in the special request section.

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

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