AFTER HOURS REQUEST FORM: LINEBERGER CANCER CENTER
(Request should be submitted at least 48 hours prior to event)

Room Reserved: _____

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

Purpose for using the room_____

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 Front of Building	
Entrance from Loading Dock	
Entrance from Plaza Level	
Special Request:	

_____
Signature

_____
Title

The Card Access System for Lineberger Cancer Center operates as follows:

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

Requests for access into Lineberger 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. You are responsible for obtaining a key to get into the appropriate room.

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.