

AFTER HOURS REQUEST FORM: MBRB BUILDING
(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	
Front Entrance to MBRB	
Kitchen Area	
Special Request:	

Signature

Title

The Card Access System for Medical Biomolecular Research Building 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 any Medical School Building 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.

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.