

AFTER HOURS REQUEST FORM: PHYSICIANS OFFICE BUILDING
(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 Attending: _____

Contact Information (Person/Organization Requesting Use)

Name: _____ E-mail address _____

Department: _____ CB# _____

Phone # _____ Fax # _____

| DOORS REQUESTED TO BE UNLOCKED | |
|---------------------------------------|--|
| Front Doors | |
| Elevator Lobby Doors (B, G, 1, 2, 3) | |
| Loading Dock | |
| Special Request: | |

Signature

Title

The Card Access System for Physicians Office 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 Physicians Office 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 involve reserving individual rooms or locking / unlocking any interior doors.

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.