AFTER HOURS REQUEST FORM – EXTERIOR DOORS

**IMPORTANT:** Submit form at least 2 business days prior to event.
- Form must be complete, including signature of authorized person
- This form is NOT for room access, but only for unlocking exterior doors.
- Please arrange with your department head if you need access to other spaces.

**CONTACT INFO**
Name: ___________________________________________ Today’s Date: __________________
Department/Organization: ___________________________ CB#: ___________________________
Phone #: ________________________________ Email: _____________________________________________

**EVENT**
Room(s) Requested: ___________________________ Date Needed: __________________
Start Time (time you need access) ___________________________ End Time ___________________________
Title of Event: ___________________________ Anticipated # of Attendees: __________________
Purpose of Event: ___________________________

**PLEASE INDICATE DOORS TO BE UNLOCKED** (use right column)
| Front doors |
| Individual floors from elevator areas (specify) |
| Other request (describe) |

Authorized Signature __________________________________________
Title ___________________________ Dept. ___________________________

The Card Access System for BURNETT-WOMACK operates as follows:
- Unlocked during normal operating hours: Monday - Friday 6:00 a.m. - 6:00 p.m.
- All other times: building is locked

Submit your completed form at least 2 business days prior to your event. You will receive confirmation approximately 1 business day after your correctly completed form is submitted.

**NOTE:** This form covers exterior doors ONLY. It will not ensure access to individual rooms or other interior spaces.

**SUBMIT YOUR COMPLETED, SIGNED FORM TO:**

SOM Photo ID Badge Office
060 MacNider Hall, Ground Floor
Phone: 919-843-3787; Fax: 919-843-7879
photoidbadge@med.unc.edu