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.

YOUR CONTACT INFO

Name: ___________________________________________ Today’s Date __________________________

Department/Organization: ___________________________ CB# _____________________________

Phone # _________________________________ E-mail _____________________________________________

YOUR EVENT

Room(s) Requested ___________________________ Date needed: __________________________

Start time (time you need access) ___________________________ End time __________________________

Title of Event: ___________________________ Anticipated number of attendees: __________________________

Purpose of Event: ________________________________________________________________

PLEASE INDICATE DOORS TO BE UNLOCKED (use right column)

<table>
<thead>
<tr>
<th>Main entrance (on side of building)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TraCS area on 2nd floor</td>
<td></td>
</tr>
<tr>
<td>Entrance from Brinkhous-Bullitt tunnel or loading dock</td>
<td>can’t be unlocked</td>
</tr>
<tr>
<td>Other request (describe)</td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature ___________________________
Title __________________________________________
Dept. _________________________________________

The Card Access System for BRINKHOUS-BULLITT operates as follows:
♦ Unlocked during normal operating hours: Monday - Friday 6:00 a.m. - 6:00 p.m.
♦ All other times: building is locked
♦ Loading dock and Brinkhous-Bullitt tunnel Locked 24 hours

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 and will not ensure your access to individual rooms or other interior spaces.

SUBMIT YOUR COMPLETED, SIGNED FORM TO:

SOM Photo ID Badge Office
041 MacNider Hall, near Old Clinic elevator
Ph 919-843-3787  Fax 919-843-7879
photoidbadge@med.unc.edu