MACNIDER HALL
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)
Main entrance: courtyard facing Health Sciences Library
Loading dock entrance
Other request (describe)

Authorized Signature ____________________________________________
Title ____________________________
Dept. __________________________

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

PLEASE NOTE: Access to MacNider Hall does not ensure your access to Bondurant Hall or Old Clinic, even though the buildings are adjacent.

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