MARSICO 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)

<table>
<thead>
<tr>
<th>Front doors</th>
<th>Access doors on individual floors (specify which)</th>
<th>Loading dock</th>
<th>No access – can’t be unlocked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other request (describe)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature _____________________________
Title __________________________________________
Dept. _________________________________________

The Card Access System for MARSICO 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.

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