NEUROSCIENCES RESEARCH BUILDING

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>Main entrance facing courtyard</th>
<th>Loading dock</th>
<th>Other request (describe)</th>
</tr>
</thead>
</table>

Authorized Signature _____________________________
Title __________________________________________
Dept. _________________________________________

The Card Access System for NEUROSCIENCES RESEARCH BUILDING 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 Neurosciences Research Building does not ensure your access to Taylor Hall or Medical Biomedical Research Building (MBRB) 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