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.

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 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 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 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