PHYSICIANS OFFICE 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>Door Request</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main entrance at circular drive (basement)</td>
<td></td>
</tr>
<tr>
<td>Manning Drive entrance from pedestrian bridge</td>
<td></td>
</tr>
<tr>
<td>Loading dock</td>
<td></td>
</tr>
<tr>
<td>Other request (describe)</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

Authorized Signature ___________________________

Title ___________________________

Dept. ___________________________

PHYSICIANS OFFICE BUILDING is locked at all times to anyone without specific badge access.

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