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>
<tbody>
<tr>
<td>Authorized Signature __________</td>
<td>Title _______</td>
<td>Dept. __________</td>
</tr>
</tbody>
</table>

The Card Access System for TAYLOR 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 Taylor Hall does not ensure your access to Neurosciences Research Building 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