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)

Main entrance on Manning Drive
Loading dock
Other request (describe)

Authorized Signature _____________________________
Title __________________________________________
Dept. _________________________________________

The Card Access System for THURSTON BOWLES 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

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