## AFTER HOURS REQUEST FORM: TAYLOR HALL (Request should be submitted at least 48 hours prior to event)

Room Reserved:		<del></del>		
Date and Time of Scheduled Event:				
	(Date)	Start Time	End Time	
Purpose for using the room				
Anticipated Number of People Attending:				
Contact Information (Person/Organi	ization Requestir	ng Use)		
Name:	E-ma	ail address		
Department:		CB#		
Phone #	Fax #	£		
DOORS REQUESTED TO BE UNLOCKED				
Front Entrance to Taylor Hall				
Loading Dock Door				
Special Request:				
		Signature		
		Title		
The Card Access System for Taylor H	all operates as foll	lows:		

- Unlocked during normal operating hours: Monday through Friday 6:00 a.m. to 6:00 p.m.
- ♦ Locked after normal operating hours: Monday through Friday 6:00 p.m. to 6:00 a.m.
- ♦ Locked at all hours: Saturday and Sunday

Requests for access into any Medical School Building outside of normal operating hours need to be submitted in writing **at least 48 hours** prior to the date of the event. This request addresses **ONLY** the exterior doors and does not involve reserving individual rooms or locking / unlocking any interior doors.

The request should be signed (authorized) by the appropriate department head or their representative.

Please return this form to the following contacts when completed

## **MEDICAL SCHOOL PHOTO ID OFFICE**

41 MACNIDER HALL CB# 9510 PHONE 919-843-3787 FAX 919-843-7879

EMAIL: photoidbadge@med.unc.edu

Signed form can be faxed or emailed. Please include an email address so a confirmation email can be sent to you.