MARY ELLEN JONES 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 Location</th>
<th>Requested Access Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>East lobby entrance</td>
<td>1 hour – specify what time:</td>
</tr>
<tr>
<td>West lobby entrance</td>
<td>1 hour – specify what time:</td>
</tr>
<tr>
<td>Loading dock</td>
<td>1 hour – specify what time:</td>
</tr>
<tr>
<td>Other request (describe)</td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature ________________________________
Title __________________________________________
Dept. __________________________________________

The Card Access System for MARY ELLEN JONES 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.
♦ Loading dock is locked 24 hours but can be unlocked for up to 1 hour by special request (see above).

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