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)

| Front entrance                  |                  |
| Rear lobby                      |                  |
| Additional floor to be unlocked  |                  |
| Other request (describe)        |                  |

Authorized Signature _____________________________
Title __________________________________________
Dept. _________________________________________

The Card Access System for BIOINFORMATICS operates as follows:

- Unlocked during normal operating hours: Monday - Friday 7:00 a.m. - 5:00 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. 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