BONDURANT HALL
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 (South Columbia St.)
Rear entrance – “Beach” patio
Side door facing Carrington Hall
Other request (describe)

Authorized Signature: _____________________________ Print Name: _____________________________
Title: __________________________________________
Dept.: __________________________________________

The Card Access System for BONDURANT HALL operates as follows:
♦ Unlocked during normal operating hours: Monday - Friday 7:00 a.m. - 5:00 p.m.
♦ All other times: building is locked

PLEASE NOTE: Access to Bondurant Hall does not ensure your access to MacNider Hall or Old Clinic, 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. 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