BRINKHOUS-BULLITT

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)
Main entrance (on side of building) _____________________________
TraCS area on 2nd floor _____________________________
Entrance from Brinkhous-Bullitt tunnel or loading dock can’t be unlocked _____________________________
Other request (describe) _____________________________

Authorized Signature ____________________________________________
Title ____________________________________________
Dept. ____________________________________________

The Card Access System for BRINKHOUS-BULLITT operates as follows:
♦ Unlocked during normal operating hours: Monday - Friday 7:00 a.m. - 5:00 p.m.
♦ All other times: building is locked
♦ Loading dock and Brinkhous-Bullitt tunnel Locked 24 hours

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