GENETIC MEDICINE 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 Type</th>
<th>Time/Specify What Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front entrance</td>
<td></td>
</tr>
<tr>
<td>Atrium doors (Floors 1, 2, 3, 4, or 5 – please specify)</td>
<td></td>
</tr>
<tr>
<td>Loading dock (1 hour limit for loading/unloading)</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 GENETIC MEDICINE BUILDING 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 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