# MARSICO 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)

<table>
<thead>
<tr>
<th>Door Type</th>
<th>Access Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front doors</td>
<td></td>
</tr>
<tr>
<td>Access doors on individual floors (specify which)</td>
<td></td>
</tr>
<tr>
<td>Loading dock</td>
<td>No access – can’t be unlocked</td>
</tr>
<tr>
<td>Other request (describe)</td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature ____________________________

Title ____________________________

Dept. ____________________________

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The Card Access System for MARSICO 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.

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.

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**SUBMIT YOUR COMPLETED, SIGNED FORM TO:**

SOM Photo ID Badge Office  
060 MacNider Hall, Ground Floor  
Phone: 919-843-3787; Fax: 919-843-7879  
photooidbadge@med.unc.edu