MARY ELLEN JONES 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: ________________________________________________________________

<table>
<thead>
<tr>
<th>PLEASE INDICATE DOORS TO BE UNLOCKED (use right column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>East lobby entrance (street level opposite parking decks)</td>
</tr>
<tr>
<td>West lobby entrance (3rd floor off elevated plaza)</td>
</tr>
<tr>
<td>Loading dock (1 hour limit for loading/unloading) 1 hour – specify what time:</td>
</tr>
<tr>
<td>Other request (describe)</td>
</tr>
</tbody>
</table>

Authorized Signature: ___________________________ Print Name: ___________________________
Title: _______________________________________
Dept.: _______________________________________

The Card Access System for MARY ELLEN JONES 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

Updated: 11/28/2022