MOLECULAR BIOMOLECULAR RESEARCH BUILDING (MBRB)

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>Front doors</th>
<th>Other request (describe)</th>
</tr>
</thead>
</table>

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

The Card Access System for the MOLECULAR BIOMOLECULAR RESEARCH 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.

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