NEUROSCIENCES RESEARCH 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>Main entrance facing courtyard</th>
<th>Loading dock</th>
<th>Other request (describe)</th>
</tr>
</thead>
</table>

Authorized Signature __________________________
Title __________________________________________
Dept. _________________________________________

The Card Access System for NEUROSCIENCES 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.

PLEASE NOTE: Access to Neurosciences Research Building does not ensure your access to Taylor Hall or
Medical Biomedical Research Building (MBRB) even though the buildings are adjacent.
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