TAYLOR 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)
Main entrance facing courtyard
Loading dock
Other request (describe) 

Authorized Signature __________________________________
Title _____________________________________________
Dept. ____________________________________________

The Card Access System for TAYLOR 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.

PLEASE NOTE: Access to Taylor Hall does not ensure your access to Neurosciences Research Building 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