THURSTON-BOWLES 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)
Main entrance on Manning Drive
Loading dock
Other request (describe)

Authorized Signature __________________________
Title _______________________________________
Dept. _______________________________________

The Card Access System for THURSTON-BOWLES 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