

ROPER 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)

Front entrance	
Lower lobby / Medical Drive entrance	
Active Learning Theater	
Catering Kitchen	
Loading Dock	
Additional floor to be unlocked	
Other request (describe)	

Authorized Signature _____

Title _____

Dept. _____

The Card Access System for ROPER 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

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
photoidbadge@med.unc.edu