BONDURANT 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: ________________________________________________________
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>Door Type</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front entrance (South Columbia St.)</td>
<td>[ ]</td>
</tr>
<tr>
<td>Rear entrance – “Beach” patio</td>
<td>[ ]</td>
</tr>
<tr>
<td>Side door facing Carrington Hall</td>
<td>[ ]</td>
</tr>
<tr>
<td>Other request (describe)</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

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

The Card Access System for BONDURANT 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 Bondurant Hall does not ensure your access to MacNider Hall or Old Clinic, 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
photoidbadge@med.unc.edu

Updated: 4/11/2024