

# BURNETT-WOMACK

## 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 doors	
Individual floors from elevator areas (specify)	
Other request (describe)	

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Dept. \_\_\_\_\_

The Card Access System for BURNETT-WOMACK 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](mailto:photoidbadge@med.unc.edu)