MARSICO 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)

<table>
<thead>
<tr>
<th>Front doors</th>
<th>Access doors on individual floors (specify which)</th>
<th>Loading dock</th>
<th>Other request (describe)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No access – can’t be unlocked</td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature _____________________________
Title __________________________________________
Dept. ____________________________________________

The Card Access System for MARSICO 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