

# MARY ELLEN JONES 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)	
East lobby entrance (street level opposite parking decks)	
West lobby entrance (3 <sup>rd</sup> floor off elevated plaza)	
Loading dock (1 hour limit for loading/unloading)	1 hour – specify what time:
Other request (describe)	

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

The Card Access System for MARY ELLEN JONES 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.
- ◆ Loading dock is locked 24 hours but can be unlocked for up to 1 hour by special request (see above).

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)