MOLECULAR BIOMOLECULAR RESEARCH BUILDING (MBRB)

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>Other request (describe)</th>
</tr>
</thead>
</table>

Authorized Signature: ___________________________ Print Name: ___________________________

Title: ________________________________________
Dept.: _______________________________________

The Card Access System for the MOLECULAR BIOMOLECULAR RESEARCH 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.

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