THURSTON-BOWLES 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: ________________________________________________________

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)

Main entrance on Manning Drive
Loading dock
Other request (describe)

Authorized Signature _____________________________

Title __________________________________________

Dept. _______________________________________

The Card Access System for THURSTON-BOWLES 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