

# PHYSICIANS OFFICE 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)	
Main entrance at circular drive (basement)	
Manning Drive entrance from pedestrian bridge	
Loading dock	
Other request (describe)	

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

Title \_\_\_\_\_

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

PHYSICIANS OFFICE BUILDING is locked at all times to anyone without specific badge access.

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)