**Door Access Request Form for Auto-Open/Close**

Use this form to request that the Caria Dr. and/or Ceres Dr. doors are programmed to lock and unlock at specific times. This could be for a single event or for recurring events.

**Reminder:** The doors can be programmed to unlock at any requested time. After programming, the doors then unlock when someone enters the doors **for the first time** using their PIN.

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| --- | --- |
| **Name:** |  |
| **Committee/Team/Dept:** |  |
| **Event:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:****mm/day/year** | **Recurring?** | **Day of the Week** | **Caria Dr. Doors? (north side)** | **Ceres Dr. Doors? (south side)** | **Unlock Time?** | **Lock Time?** | **Notes** |
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After filling it out, submit it to dooraccess@bvuuf.org.

One of us will contact you when the information is entered into the Door Access Program.

If you have any questions, please contact us.