

TGS COMMONS RULES & REGULATIONS FOR RESERVED EVENTS

Hours of Operation

Weekdays: 5:00pm-11:00pm

Weekends: 8:00am-11:00pm

- The event must be primarily attended by TGS students.
- The event must adhere to TGS Commons hours and take place either A) after 5 pm on a weekday or B) on the weekend anytime.
- Reservations are subject to change at the Dean's and The Graduate School (TGS) staff's discretion. TGS-sponsored events are given priority and reservations may be cancelled based on TGS needs.
- Consumption of alcohol in the TGS Commons is strictly prohibited without the express consent of The Graduate School and paperwork in accordance with the [University liquor policy](#). Alcohol is allowed only with reservation, permission from TGS, and accordance with the University liquor policy.
- If any furniture or equipment is damaged during your event The Graduate School must be notified immediately via email at tgs@northwestern.edu.
- Food and drink are allowed during your event, but all food, napkins, utensils and cups must be disposed of upon exiting TGS Commons. Please leave the space in the same clean condition you found it. Lysol wipes are available in the kitchen cabinets. Please clean all surfaces that have been used for eating and food preparation.
- The room is accessible by WildCARD scanner. If you have any difficulties accessing TGS Commons with your valid WildCARD, please email tgs@northwestern.edu.
- If your reservation falls on a weekday and the garbage and or recycling cans are full, contact Facilities at 847.491.5201 and ask that the bins be emptied after your reservation.
- If your reservation falls on a holiday, Friday, Saturday, or Sunday when janitorial staff are not present, remove all garbage and place it in the dumpster (located at the west end of the building in the alley between Garrett and Haven), leaving fresh liners in the bins if available.
- If furniture is moved by your group, it must be returned to its original floor plan found on the TGS website and posted by the entrance to TGS Commons.
- The Graduate School is not responsible for lost or stolen items. Any items left at the TGS Commons beyond 3 days will be discarded.
- All doors must be securely closed after your event.

Event Name

Date

Print Full Name

Signature
