TGS Commons Regulations & Policies for Reserved Events

Hour of Operation 8:00am-12:00am

- TGS Commons, Seabury, Room 140, may be reserved for events and meetings. Reservations must be made via the Registrar’s 25 Live Scheduling System (Link available on the TGS Commons webpage). Students will also be required to fill out TGS-related forms before reservation confirmations will be sent. The Graduate Student Commons, Room 140, is accessible with a valid WildCARD.

- Reservation are subject to change at the Dean’s discretion. TGS-sponsored events are given priority and reservations may be cancelled based on TGS needs.

- Food and drink are allowed during your event, but all food, napkins, utensils and cups must be removed upon exiting the commons. Please leave the Commons 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.

- If you need a catering prep space, specify this in the description section of the TGS Commons Reservation Form. On the form request use of the Quiet Study Room for prep. Otherwise, please prop the door opening to the hallway to the quiet study room open during your event so students may use the space.

- Please make sure that the Quiet Study Room door opening to the hallway is securely closed after your event.

- Alcohol is allowed only with reservation, permission from TGS, and confirmation the University liquor policy is being followed.

- If you have catering or food at your event, and your event falls on a Friday, Saturday, or Sunday, or holiday 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 Garret and Haven) leaving fresh garbage can liners in the space.

- If there are other events that follow your event within the same day and garbage cans are full, remove all garbage and place it in the dumpster (located at the west end of the building in the alley between Garret and Haven) leaving fresh garbage can liners in the space.
The Graduate School is not responsible for lost or stolen items. Any items left at the Commons beyond 3 days will be discarded.

If furniture is moved by your group, please return it to its original configuration found in the adjacent floor plan before leaving. If the Commons is not returned to its original floor plan, the group responsible will be restricted from reserving the space again.

Podium equipment may be used during events. If you need assistance, there is a label on the podium monitor with a telephone number for tech support.

If you are unable to gain access to the Commons for your event, please contact the University Police (non-emergency number: 847-491-3456).

Weekend reservations for the Graduate Student Commons are available, although the doors to the Seabury building will be locked. The Registrar will notify University Police of your reserved weekend event and ask them to unlock the doors, but students should be prepared to arrive early and contact the University Police (at 847-491-3456) to unlock the building doors in case they are locked.

Date: ____________________

Event Name: _____________________________________________________________

Print Full Name: __________________________________________________________

Signature: _______________________________________________________________