TGS Commons Rules & Regulations for Reserved Events

- TGS Commons may be booked by currently enrolled, full-time TGS students, postdoctoral fellows, or TGS student groups.
- The event must be primarily attended by TGS students.
- All doors must be securely closed before, during, and after your event.
- 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.
- When reserving TGS Commons, you will be asked to provide contact information for two individuals who will be responsible for clean-up. If you are unable to provide this contact information, TGS requests that a chartstring is provided so that Facilities can be contacted for clean-up after your event. **Please note:** vendors are **NOT** responsible for cleanup.
- 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 room in the same clean condition you found it, you are responsible for cleaning up after yourself and/or your group. Furniture must be returned to its original configuration. Lysol wipes are available in the kitchen cabinets. Please clean all surfaces that have been used for eating and food preparation.
- If 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 any furniture or equipment is damaged during your event The Graduate School must be notified immediately via email at tgs@northwestern.edu.
- The room is accessible by Wildcard scanner. If you have any difficulties accessing TGS Commons with your valid Wildcard, please email tgs@northwestern.edu.
- The Graduate School is not responsible for lost or stolen items. Any items left at the TGS Commons beyond 3 days will be discarded.
- 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 canceled based on TGS needs.
- **Failure to follow these policies may result in not being able to reserve TGS Commons in the future.**