Northwestern | THE GRADUATE SCHOOL

TGS Commons Reservation Form

Please review the Rules and Regulations for Reserved Events Form posted on The Graduate School's website before you complete this form. It must be emailed with a signed Rules and Regulations Form to The Graduate School (**tgs@northwestern.edu**) at least one week before your event.

Requester Name: _____ **Requester Email:** _____

Requester Phone: _____ **Student/Empl ID#:** _____ **Head Count:** _____

Organization or Department Name: _____

Event Name: _____

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____
Including Set-Up   *Including Clean-Up*

Will you be serving food at this event? _____ **Vendor:** _____
Please note: Vendors are NOT responsible for clean-up

Please 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.

Contact #1: Name: _____ **Phone:** _____ **Email:** _____

Contact #2: Name: _____ **Phone:** _____ **Email:** _____

Chartstring (if applicable): _____

Consumption of alcohol in TGS Commons is strictly prohibited without the express consent of The Graduate School and paperwork in accordance with the **University Liquor Policy**. Alcohol may only be served by licensed bartenders hired caterer with a Certificate of Liability Insurance (COI) registered through the Office of Risk Management.

Will there be alcohol at this event? _____ **Vendor:** _____

If you are serving alcohol, fill out the following information:

Vendor Contact's Name: _____ **Vendor Contact's Phone:** _____

❑   Check this box if your vendor is a Northwestern preferred vendor. If your vendor is not, attach (2) Certificates of Liability Insurance when submitting this form.

❑   Check this box verifying that licensed bartenders will be serving alcoholic beverages at this event.

Provide a detailed description of the event below. Include how this event serves/supports TGS students at Northwestern:

Will you be moving furniture or bring additional equipment for your event (ex. Tables/Chairs)? _____

(If so) please provide a detailed description of what furniture will be moved and what additional equipment will be used.

❑   Check this box if you are not a TGS student, and have not provided your Empl ID to The Graduate School this fiscal year for access to the TGS Commons Wildcard swiper.

Requester Signature: _____ **Date:** _____

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Additional Related Dates Requested

This section is to avoid a requester submitting several different TGS Commons Reservation Forms that are directly related (example: series of workshops, recurring meetings or rehearsals). These events can have different titles, and dates, however all other details must be the same (including the time of the event). If not, please fill out another TGS Commons Reservation Form.

Event Name: _____

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____
Including Set-Up *Including Clean-Up*

Event Name: _____

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