

# TGS Commons Rules & Regulations for Reserved Events

- TGS Commons may be reserved by TGS-affiliated graduate student and postdoctoral organizations for University-related meetings and/or events. The meeting and/or event must be intended for TGS students and/or postdoctoral scholars.
- When reserving TGS Commons, you will be asked to provide contact information for one additional individual who will help with clean-up. (Please note that vendors are not responsible for clean-up.)
- The room is accessible by Wildcard scanner. Please visit the space in advance to confirm your Wildcard access. If you do not have access, email [tgs@northwestern.edu](mailto:tgs@northwestern.edu) before your event date. On the day of your event, contact Facilities for assistance. If you have difficulties accessing TGS Commons with your valid Wildcard, please email [tgs@northwestern.edu](mailto:tgs@northwestern.edu).
- All doors must be securely closed before and after the event. If the door remains open during the event, it must be monitored.
- Food and drink are allowed during your event. Please ensure that all food, napkins, utensils, plates, cups, etc. are properly disposed of before leaving TGS Commons.
- Alcohol is only allowed with reservations and permission from TGS, as well as confirmation from the group that the [University Liquor Policy](#) will be followed. Alcohol may only be served by licensed bartenders hired by a [Northwestern preferred vendor](#).
- Please leave the room in the same clean condition you found it. Cleaning wipes are available in the kitchen cabinets. Please clean all surfaces that have been used for eating and/or food preparation.
- If you move the furniture, please return it to its [original location](#) before you leave.
- If the garbage and/or recycling cans are full, contact Facilities at [847.491.5201](tel:847.491.5201) and ask that the bins be emptied after your event.
- If any furniture or equipment is damaged during your event, The Graduate School must be notified immediately via email at [tgs@northwestern.edu](mailto:tgs@northwestern.edu).
- The Graduate School is not responsible for lost or stolen items.
- Reservations are subject to change at the discretion of The Graduate School. TGS-sponsored events may be given priority when needed.
- Reservations are non-transferable; only the organization listed on the TGS Commons Reservation Form may host an event in TGS Commons during the requested time. If you need to cancel or reschedule your reservation for any reason, please notify The Graduate School at [tgs@northwestern.edu](mailto:tgs@northwestern.edu).
- Failure to follow these policies may result in not being able to reserve TGS Commons in the future.