TGS Commons Rules & Regulations for Reserved Events

- TGS Commons may be reserved by currently enrolled, full-time TGS students, postdoctoral trainees, and TGS student groups engaging in University-affiliated events and/or meetings. The event and/or meeting must be intended for TGS students, postdoctoral trainees, and/or TGS student groups.

- The room is accessible by Wildcard scanner. If you have difficulties accessing TGS Commons with your valid Wildcard, please email tgs@northwestern.edu.

- All doors must be securely closed before, during, and after the event. If the door remains open during the event, it must be monitored at all times.

- 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 information, TGS will request a chartstring so 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 items must be disposed of upon exiting TGS Commons.

- Alcohol is only allowed with reservations, permission from TGS, and confirmation from the group that the University Liquor Policy will be followed. Alcohol may only be served by licensed bartenders hired by a caterer with a Certificate of Liability Insurance (COI) registered through the Office of Risk Management.

- Please leave the room in the same clean condition you found it. Cleaning wipes are available under the kitchen sink. Please clean all surfaces that have been used for eating and/or drinking.

- 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 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.

- 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 will 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.

- Failure to follow these policies may result in not being able to reserve TGS Commons in the future.

Event Name: ___________________________________________ Date: __________________________

Print Full Name: ________________________________________________________________

Signature: _________________________________________________________________