

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 fellows.
- 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 requires a chartstring so Facilities can be contacted for clean-up after your event. (Please note, vendors are not responsible for clean-up.)
- 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 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 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 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 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 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.
- 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: _____