

Lactation Room Rules and Expectations

- Only authorized users are given the combinations to the rooms. Authorized users must never share the combinations with others, including prospective users.
- Authorized users must never allow friends nor co-workers inside the rooms for any reason.
- Moms must never share personal use equipment nor accessory kits.
- Personal use nursing equipment, accessory kits and storage/bags may be left in the rooms. Provision for room storage does not guarantee security. We recommend securing bag with a small luggage lock and label with your contact information.
- All lactation rooms are equipped with refrigerators. Be sure to label your containers before storing. You may not leave your containers in the refrigerator overnight. Personal items such as food or drinks must never be placed in the refrigerator. Please do not attempt to adjust the temperature of the refrigerator.
- Please sign-in every time you use the lactation room and ensure the equipment and area are clean and tidy prior to leaving.
- Accessing and using the lactation room for the purpose other than nursing is prohibited and will result in loss of room access.
- Notify the program manager when you intend to leave the program and take all of your personal belongings with you. Items left more than 30 days after your notification will be discarded.
- After you have left the program, you must reregister in order to use the program again.
- Lactation rooms are inspected regularly with little to no disruption to the users. If you notice a need for room maintenance or service requests, please notify the designated room mom who will in turn notify the program manager or by calling (XXX) XXX-XXXX. Your cooperation is appreciated and needed in order for us to continue to provide this service.

If the room or equipment is abused, neglected or if program expectations are not observed, you understand that your authorization for the lactation room may be revoked at any time.

