

# Institute for Community Health and Wellbeing

## Lactation Room Use

WELCOME TO THE INSTITUTE FOR COMMUNITY HEALTH AND WELLBEING'S LACTATION SPACE!

We are so excited that you chose to use our lactation space in SN 104.

### Using the Lactation Space

1. Flip the door sign to the side that says "working mom making lunch." Roll down the window shade.
2. Adjust the privacy screen so that you cannot be seen from outside if someone else enters.
3. There are outlets and a power strip near the couch for your use.
4. There is a refrigerator in the space for the storage of breastmilk ONLY.
5. If you wish to, write a note to other moms using the space in the black notebook! 😊
6. After using the space, please make sure to clean up after yourself and return the room to its original state.
7. If you are the last person in the room, roll up the shade, flip the sign back, and turn the lights off (room lights as well as the lamp).

### Rules of room use

- Lactation Room users are expected to keep the room neat and orderly after each use.
- This space is *not* a hang-out spot. Please do not bring friends and family members (except for the child you are nursing). If you have a friend who wishes to use the lactation space with you, please send them to the Institute office (SN 115) to sign in and register as a client.
- If you use the fridge, you will ONLY use it to store breastmilk and will properly label your bottles
- Fridge contents will be thrown away if left longer than 3 days
- Please be respectful and courteous of other users who are in the room with you
- If you are the last person leaving, roll up the shade, turn the light off

### Agreement Statement

\_\_\_\_ I understand that the use of this lactation space is a privilege. I will not jeopardize my use of the space by violating the rules listed above.

\_\_\_\_ I will ONLY use the fridge for breastmilk and I will properly label bottles with my **name** and **date**

\_\_\_\_ I will not hold the Institute liable for the contents of the fridge

\_\_\_\_ I will be respectful of the Institute staff and other users of this space.

\_\_\_\_ I will treat the space, furniture, and equipment with care. I am responsible for cleaning up after myself.

\_\_\_\_ I know that I can call ahead to make an appointment and I understand that the use of this space is on a first-come, first-serve basis. I understand that the Institute may turn me away if there are no availabilities at the time of my arrival.

\_\_\_\_ The Institute is not liable for any accidents that may happen to me on the premises.

\_\_\_\_ The Institute is not liable for my personal items or valuables.

User/Client:

Student ID:

Email:

Cell:

Signature & Date: \_\_\_\_\_

If you have any questions, concerns, or comments, please see us in Santa Susana room 115, or call 818-677-7715.



# Lactation Room Omni Code Agreement

*CONGRATULATIONS! YOU HAVE BEEN ENTRUSTED WITH AN OMNI CODE FOR YOUR LACTATION ROOM USE. THIS IS A PRIVILEGE WE DO NOT TREAT LIGHTLY. NOT ALL USERS ARE GIVEN A CODE AND THOSE USERS WHO DO HAVE CODES COULD AT ANY TIME BE REVOKED OF THEIR PRIVILEGE.*

## **Key Agreement Statement**

- I have signed the room use agreement and will follow all the rules listed on that page.
- I will use the lactation space only for lactation and/or breastfeeding. I will not use it as a hangout spot or lounge.
- I will use the code during my appointments *only*. If there are changes to my schedule, I will notify the Institute staff immediately.
- I understand that the use of this code grants me access to University property. I will not abuse this privilege.
- I will take care of the Lactation Room as if it were my own. I will clean up after myself.
- I will check in with the Institute staff to review my schedule.
- If I lose my code, I will immediately report it to the Institute staff.
- I understand that the use of this code can be revoked at any time by the Institute or by the University.

Signature & Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**If you have any questions, concerns, or comments, please see us in Santa Susana room 115, or call 818-677-7715.**

