

# Lactation Room – B183

## NEIU Visitor Daily Usage Agreement

**TERMS AND CONDITIONS OF USE:** This room is being made available for NEIU students, staff, faculty, and visitors. It is to be used to express milk and/or breastfeeding/chestfeeding. This is the **ONLY** approved use of this room. Thus, it is not permitted to use the room for other purposes.

Any NEIU visitor wishing to use the room should go to the front desk inside of the Pedroso Center, Suite B159 (Main Campus) and request to speak to a staff member to arrange access and agree to the terms and conditions of use. The daily usage is available during the Center’s hours of operation. Each instance of use per business day will require a new request.

**ROOM B183 ENTRY ACCESS --** In order to access Room B183 you must:

- Agree to the terms and conditions of use,
- Provide a form of identification with a photo, *and*
- Understand that priority is given to NEIU students, staff, and faculty who are already scheduled for use of the lactation room.

**All lactation room users are expected to clean up after each use of the room**

Once you have completed the above requirements, Pedroso Center staff will check the lactation room scheduling calendar and assign you exclusive use of the lactation room for **up to two consecutive 30-minute blocks of time** (one hour in total)

**I have read, understood, and agree to the above terms and conditions.**

\_\_\_\_\_  
User Name - Print    Signature    Date

Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email address: \_\_\_\_\_

**Staff Approver Checklist**

- Collect completed Visitor Daily Usage Agreement form
  
- Make copy of ID and attach to form
  
- Check room availability on the Lactation Room calendar and approve access based on the next **available** 30 minute time block.

**Approved Date/Time of Use:** \_\_\_\_\_

\_\_\_\_\_  
Staff Approver Name - Print    Signature    Date