

Lactation Room – B183

Semester Usage Agreement

This document provides an overview of the rules and regulations pertaining to the use of the Lactation Room – B183 including access and use of the room.

This room is being made available for NEIU students, staff and faculty. 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 person wishing to use the room should contact the Pedroso Center front desk (Main Campus, B-159) at 773-442-5449 to arrange access and agree to the terms and conditions of use.

ROOM B183 ENTRY ACCESS

In order to access Room B183 you must:

- Complete and submit the user agreement,
- Agree to the terms and conditions of use,
- Provide a valid university-issued identification card with a photo and,
- Schedule the time/days you plan to use the lactation room for the semester up to 2, 30-minute time frames per day. (Note: Room access must be renewed every semester.)

Once you have completed the above requirements, the information will be sent to Key Control who will grant access. It typically takes 48-72 business hours for the request to be processed. **Your university identification is your key to enter the room.**

Please note that the Pedroso Center staff have the right to make final scheduling decisions to accommodate requests. We ask that those interested in using this service respect the space during their use and upon leaving. This includes using the space during the time frame you have signed up for and leaving the space in a suitable condition for the next person and reporting environmental complaints/concerns.

We will approve your exclusive use of the lactation room for one semester. At the end of each semester, you will be asked to formally renew access to the room. Any use of this space other than its intended purpose may result in the Pedroso Center staff to revoke one's access to this space.

Security is extremely important. If you lose your ID card, you place the safety and security of the room and those who use it at risk. If you lose your ID, you **MUST** report this loss **immediately** to the Pedroso Center at 773-442-5449 (or email DT-Scott@neiu.edu), so that we can take appropriate actions.

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

User Name - Print

Signature

Date

Please provide contact information that we may use to reach you.

Phone (Office extension): _____ (Cell): _____

Email addresses: _____

University Address: _____

Alternate contact: _____

Preferred Schedule Day/Time (i.e. Monday/Wednesday 9-930am): _____

**Please fill out a new form for each approved term of use.*

**A copy of University ID must accompany all User Agreements.*

We would like to get some information about who is using the room. Please fill out the following information.

Status

_____ Student

_____ Staff

_____ Faculty

This section below is to be completed by Pedroso Center Staff:

Approved term of use: _____

Start and End Date

Professional Staff Approver Name - Print

Signature

Date