



## **Lactation Rooms Use Agreement at Grayson College**

**1. Purpose of the Lactation Room:** The Lactation Room is provided to support breastfeeding students and employees. These rooms are designed to meet the needs of breastfeeding students and employees, enabling them to express milk discreetly and hygienically while at school and/or work.

**2. Eligibility:** The Lactation Room is available for use by breastfeeding individuals who are students or employees at Grayson College. If you are no longer a student or employee of Grayson College, you are no longer eligible for use of the Lactation Rooms.

**3. Hours of Use:** The Lactation Rooms are available for use during the College's normal operating hours. Extended hours may be available upon request, subject to availability.

**4. Rooms Access and Locations:** Access to the Lactation Rooms is granted through a key provided by Human Resources. The key is checked out by the student or employee and kept for continuous use of the Lactation Rooms until no longer needed or ineligible. Keys should be returned to the Human Resources Department. Access to the Mamava can be found through the Mamava App or QR code that can be found on the door of the Mamava. Student Affairs Building, Health Science Building, Career and Technology Center, and South Campus Administration Building.



## 5. User Responsibilities:

- **Respecting Privacy:** The Lactation Rooms is a private space for individuals to express breastmilk. Users are expected to respect the privacy and confidentiality of other individuals using the space. If the room's in use sign is up, please do not knock on the door or otherwise disturb the person currently using the Lactation Rooms.
- **Cleanliness:** Users are responsible for cleaning the Lactation Room after use, including wiping down surfaces and ensuring that personal items and waste are properly disposed of and furniture is returned to its original place.
- **Appropriate Use:** The Lactation Room is intended for breastfeeding and breast milk expression only. Users are prohibited from using the space for non-related activities (e.g., studying, napping, etc.). There is no smoking, vaping, or using e-cigarettes in any Grayson College building, including the Lactation Rooms.
- **Security:** Users should ensure that the Lactation Room is locked upon entering and exiting to maintain privacy and security.
- **Proper Equipment:** Users must provide their own breast pump, storage containers, and any other necessary supplies. The College does not provide any breast pumps, milk storage materials, or other breastfeeding supplies.
- **Storage:** Refrigerators in the Lactation Rooms will be checked weekly. All stored milk should be removed at the end of each day and not left overnight. All stored milk may be discarded by end of day on Fridays, or the last business day of the week.
- **Health and Safety:** This is a shared space and users are required to maintain hygiene standards, including washing hands before and after use and keeping the Lactation Rooms clean. The College provides soap, hand sanitizer, and



cleaning supplies for user convenience. Users should notify the College promptly if any safety issues or maintenance needs arise within the Lactation Rooms.

**6. Non-Discrimination:** The College is committed to providing equal access to the Lactation Room to all eligible individuals without discrimination.

**7. Termination of Agreement:** The College reserves the right to suspend or revoke access to the Lactation Room for individuals who violate this Agreement or engage in behavior that violates the student or employee handbooks.

**8. Liability:** The College is not responsible for any lost or stolen items, including breast pumps, milk storage, or personal belongings. Users are encouraged to keep their personal belongings secure at all times. Items cannot be stored in the Lactation Room and should be removed when you leave the room.

**9. Modifications to Agreement:** The College reserves the right to modify the terms of this Agreement, including but not limited to, hours of operation, access protocols, or reservation policies. Users will be notified of any significant changes.

**10. Agreement Acknowledgement:** By signing below, the User acknowledges that they have read, understood, and agree to abide by the terms and conditions set forth in this Agreement.



Key: \_\_\_\_\_

Employee

☐

Student

☐

Print Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

College Representative Signature and Date: \_\_\_\_\_