East Tennessee State University

Request for Lactation Suite Access for Students

Date of request: _____

Name: _____

ETSU ID Number: _____

Home Address: _____

Email Address: _____

Phone Number: _____

Duration of Need: Start Date: _____ End Date: _____

- Understand that the suite is for your use only.
- Understand that you are responsible for bringing your own collection kit and storage containers.
- Antibacterial solution is provided. You must wipe down the table and clean up any spills.
- Do not leave any personal items in the room.
- Understand that the average pump time is 15-30 minutes. Please try not to go over the time limit.

Signature: _____ Date: _____

Please bring this request form in person to Campus ID Services, first floor of the Center for Physical Activity, Room 110. For questions or concerns please call 423-439-8316.

For Office Use Only
Date Returned:
_____
Staff Initials:
_____

Rev. 7/27/18

East Tennessee State University

Lactation Suite Policy

1. For access, please visit the Campus ID Services office located on the first floor of the Center for Physical Activity, Room 110. (423-439-8316).

2. For regular use, you must register in order to have ID card access to the suite. ID access is for your use only. Do not give your card to anyone else to use. Visitors to campus / non-students may gain short-term access to the suite by visiting Carol Boles in Sherrod Room 412 or calling 439-5222.

3. Please be considerate of others. The average pump time may last up to 30 minutes; please do not go over the allotted time.

4. The Lactation Suite is on a first come, first serve basis.

5. You are responsible for bringing your own storage containers and supplies. Please do not leave personal belongings in the suite.

6. In order for the room to be sanitary, safe, and clean for all users, you will need to clean up after each use. Cleaning supplies are provided in the room. Make sure all waste is disposed of and surfaces are wiped clean.

7. Make sure lights and television are turned off prior to leaving.

8. Please contact Campus ID Services at 423-439-8316 for any questions, suggestions, or concerns you may have about the lactation suite.