



Lactation/Reflection Room (LRR) Guidelines

1. EMCC's Lactation/Reflection Room (LRR), is located in Komatke Enrollment Center. (KEC) The room is furnished with a comfortable chair, counter and side table.
2. The LRR is available to students, employees and visitors; however, users must make an appointment to use the room by calling or emailing Student Affairs office at 623-935-8814 (studentaffairs@estrellamountain.edu). Appointments are scheduled in half-hour increments. Users can schedule up to two (2) consecutive half-hour appointment time slots per appointment. Appointments have priority over walk-in requests.
3. The LRR is also available to those who require a quiet location in which to rest and/or reflect. It is not a study room.
4. Users are to check in in Komatke Enrollment Center (KEC) at the Welcome Center desk 10 minutes prior to their scheduled appointment. Welcome Center staff will notify the Office of Student Affairs at 5-8814, and someone will come to escort the user to the LRR.
5. The LRR is to remain locked during business hours. Users must leave a photo ID with Student Affairs staff in exchange for the key. Photo ID will be returned upon return of the key.
6. Nursing mothers will need to supply their own breast pump. It is recommended that users bring a cooler to store their breast milk/formula, unless the user has made other arrangements for safe storage.
7. Only one adult is permitted in the room at any one time.
8. Individuals using the room are expected to respect the office environment. No loud music or talking. For privacy, users are asked to place the "Do Not Disturb" sign located in the room outside the door prior to room use. Users will remove the sign when room use is complete. Before departing, users need to leave the "Do Not Disturb" in the room for others to use.



9. Users of the room are responsible for keeping the room clean and orderly, not only out of respect for the next user, but also to ensure a safe and healthy environment. Users are expected to wipe up any spills that may occur using the antibacterial wipes and paper towels provided in the room.
10. EMCC is not responsible for lost or stolen items. Users are to take any personal items with them after room use.
11. Users are encouraged to write LRR suggestions and drop them in the suggestion box provided in the room.
12. Once room use is complete, users are to return the key to the office of Student Affairs in order to retrieve their photo ID.
13. Users should report any maintenance issues to studentaffairs@estrellamountain.edu or at (623) 935-8814.

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