



Lactation/Reflection Room (LRR) Guidelines

1. EMCC's Lactation/Reflection Room (LRR), is located in Komatke C by the Veterans Services Center on campus. The room is furnished with a comfortable chair, counter and small refrigerator.
2. The LRR is available to students, employees and visitors; however, users must make an appointment to use the room by calling or emailing Sharon Lind at 623 935-8814 (sharon.lind@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 B at the Welcome Center desk 10 minutes prior to their scheduled appointment. Welcome Center staff will notify Sharon Lind who will escort the user to the LRR.
5. The LRR is to remain locked during business hours. Users must leave a photo ID with Sharon Lind in exchange for the access card. Photo ID will be returned upon return of the card.
6. Nursing mothers will need to supply their own breast pump. Although there is a small refrigerator in the room, 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. For those who need access to running water, sinks are located in the nearby women's restroom just down the hall by the vending machines.
12. Users are encouraged to write LRR suggestions and drop them in the suggestion box provided in the room.
13. Once room use is complete, users are to return the access card to Sharon Lind in order to retrieve their photo ID.
14. Users should report any maintenance issues to Sharon Lind at (623) 935-8814.

Updated 12/06/2018