1. For access, please visit the University Center Office located on second floor of the D. P. Culp University Center (423-439-4286). (Please see campus map).

2. For regular use, you will need to register in order to have ID card access to the suite. Occasionally, a campus visitor will need temporary use of the room, which can be arranged by visiting or calling the University Center Office. ID access is for your use only, do not give your card to anyone else to use.

3. Please be considerate to 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. An occupied sign will be posted on the door during use to inform other users that the room is taken.

5. Ice is provided for your storage bag but you are responsible for bringing your own storage containers and supplies. All personal belongings should not be left behind.

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

7. Make sure lights and Television is turned off prior to leaving.

8. Please contact University Center staff members Laura Hensley/Edith Tillman at 423-439-4286 for any questions, suggestions or concerns you may have about the lactation suite.