

## **Student Center 316 Mother's Room – Guidelines for Use**

Updated Jan. 7, 2016

### **Purpose:**

In order to support the wellness and parenting needs of faculty, staff, and students, Colorado School of Mines has dedicated wellness/ mothers' rooms in several campus buildings. These are private spaces dedicated for the purposes of expressing breast milk, nursing a child, administering medicine, and/or other medically necessary activities. Privacy is of utmost importance to the users of the mother's room.

### **Location and Availability:**

- The room is located in Student Center room 316, which is on the 2<sup>nd</sup> floor of the building, north wing, between Ballrooms D and E.
- The room is available anytime the Student Center is open, typically from 7:30 am to 11:30 pm daily during the academic semester.
- Building hours may be reduced during summers and break periods, and will be posted.
- Men and women's restrooms, both equipped with changing tables, are located directly across the hall.

### **How do I request to use the wellness/mother's room?**

- Users intending to use the room regularly should request Blastercard access to the room by submitting a request via email to [reservations@mines.edu](mailto:reservations@mines.edu) with their CWID, Blastercard number (on the back of your Blastercard), requested start date and end date. You should expect a response to the online request within 3 business days, which will include instructions on how to access the room via Blastercard.
- Initial Blastercard access requests will be limited to no more than a 12-month duration, but may be extended as needed.
- Occasionally, a student, employee or campus visitor may need temporary use of the room. In order to gain access for temporary use, ask at the Student Center information desk (main entrance, 1<sup>st</sup> floor, during building open hours) or the Student Life office (room 218, weekdays, 8 am-5 pm) to be let into the room, if it is available and not scheduled for use.

### **How do I get access to the room? How is the door locked and unlocked?**

- Privacy is of utmost importance to the users of the wellness/mother's room.
- The door to the room will remain locked at all times to ensure privacy, cleanliness, security, and availability for intended users.
- The room may be unlocked by an authorized Blastercard, or by requesting temporary access, as described above.

- When you use the room, please move the slider outside the door to the “Occupied” position, close the door, and turn the privacy lock to the locked position (to ensure another authorized user doesn’t accidentally interrupt you). When you are done using the room, return the slider to the “Vacant” position.
- The door will remain locked when you leave, so be careful not to leave your Blastercard in the room, or belongings if you don’t have Blastercard access.

#### **How do I schedule my use of the room?**

- You should sign up for time slots in the calendar provided in the room. It is only necessary to sign up a week or two in advance. If you need to use the room at a time that you have not reserved, and it is available, please add your name after the fact.
- The person whose name appears on the schedule at a designated time has priority to use the room at that time. Please respect the schedule of others who also use the space.
- If you use the room on a regular basis, it is your responsibility to reserve your time.
- If you do not have a scheduled time or if you are not able to use the room at your scheduled time, you may come at any blank time on the schedule.
- For privacy purposes, you may choose to use your initials, first name only, or an alias on the calendar.

#### **After using the room**

- Check to be sure the room is clean for the next user.
- Pull the door closed completely and ensure it locks.
- Return the slider to the “Vacant” position.
- If the room needs cleaning, please notify the Student Life office, Student Center room 218, or phone 303-273-3350. Feel free to leave a voicemail.

#### **Important:**

The refrigerator, cabinets, and countertops will be cleaned and all contents discarded at the end of each semester (May, August, and December). A notice will be posted one week prior to notify users of the cleaning date, so they may remove their items.

#### **If you have questions or concerns about the Student Center 316 mother’s room:**

Please contact the Student Life office, Student Center 234; or Rebecca Flintoft, Director of Auxiliary Services, 303-273-3050, [rflintof@mines.edu](mailto:rflintof@mines.edu).