

SC Family Room Policy

PURPOSE

This policy is, and will be in effect in order to provide procedures for using the Family Room inside of the University Student Center.

POLICY

It is the policy of the University Student Center to require all individuals to adhere to the following procedures when utilizing the Family Room. All furniture is property of the University Student Center. Access cards for the Family Room can be checked out by Stan State students, faculty, and staff . All individuals checking out Family Room keys must provide a University issued identification card. Card will be returned upon the return of the access key. Each individual will have a maximum of 45 minutes to utilize the Family Room space.

This policy was voted on and approved by the SC Board of Directors on May 9, 2024

The following signature by the Chair of the SC Board of Directors, verifies the approval of the SC Board of Directors:

Anahi Lopez
Anahi Lopez (May 22, 2024 15:13 PDT)
Anahi Lopez, SC Chair

May 22, 2024
Date

PROCEDURES

The procedures stated in this document refer to the University Student Center (SC) Family Room located on the second level of the SC. The Family Room is a private space where Stanislaus students, faculty, and staff are welcome to pump, nurse, feed, or change their children.

1.0 SC Family Room

- 1.1 The SC Family Room is a secure, sanitary, and private space for individuals to pump, nurse, feed or change their children.
- 1.2 Utilizing the Family Room is only permitted during SC operating hours.
- 1.3 Time is limited to 45 minutes per use.
- 1.4 Due to demand, the Family Room is not to be used as a daycare facility or playroom for children.
- 1.5 The Family Room has a sink with running water, a refrigerator, power outlets, a changing table, counter space, a comfortable chair, and a side table.

2.0 Checking Out Family Room Access Card

- 2.1 A university-issued identification card is required to check out the access card for the Family Room. The photo must match the person checking out the access card.
- 2.2 SC Service Desk attendant will log the individual's information as well as the check-out time and the return time into the SC Family Room log before providing the access card.
 - 2.2.1 Service Desk staff will verify the access card has been returned after the time expires.
- 2.3 Access to the Family Room will be on a first-come, first-serve basis. There will be no reservations.
- 2.4 Users must return the access card to the SC Service Desk as soon as they finish using the space or the their times expires, whichever comes first.
- 2.5 The university-issued identification card will be returned to the individual after access card is given to SC Service Desk Attendant.

3.0 Refrigerator Storage

- 3.1 Individuals utilizing the Family Room can store their milk or formula in the Family Room refrigerator during the day.
- 3.2 Milk or formula stored in the Family Room refrigerator must be labeled with the user's name, phone number, and the day's date.

- 3.3 Milk or formula left in the Family Room refrigerator will be disposed of when the SC closes at the end of the day.
- 3.4 All non-conforming items found in the refrigerator will be disposed of.
- 3.5 The SC is not responsible for lost or stolen items including milk.

4.0 Clean-Up

- 4.1 Individuals utilizing the Family Room are responsible for any spills or messes.
 - 4.1.1 Individuals must notify the Service Desk if there is a spill on the carpet.
 - 4.1.2 Service Desk staff will notify the SC Custodial team of the carpet spill.
 - 4.1.3 Individuals will be held responsible for any damage to the room or charges resulting from accessive cleanup.

** This policy may be amended by a two-thirds vote of the SC Board of Directors.*