

**150 KING STREET WEST
LACTATION ROOM REGISTRATION FORM**

Lactation Room Location: 150 King Street West, 20th Floor

Please print clearly:

Applicant's Name: _____

Company Name: _____

Company Address: _____

E-Mail Address: _____

Telephone Number: _____

The following guidelines have been established for Lactation Room use. BentallGreenOak reserves the right to revise the guidelines from time to time.

1. The Lactation Room is for use during work hours (Mon-Fri, 8AM to 6PM)
2. The Lactation Room is free of charge and available on a first come, first serve basis.
3. You must register to use to the room on an ongoing basis. To register for the room, please complete the K026 Lactation Room form and submit it to the Property Management Office in person or by email at 150kingwest@bentallgreenoak.com.
4. All users of the Lactation Room must be tenants at 150 King St West and registered with the BentallGreenOak management office.
5. Users may access the Lactation Room only for the purposes of expressing, storing, and collecting breast milk. The door to the Lactation Room should be kept closed.
6. Users of the Lactation Room are responsible for bringing their own breast pumps.
7. It is the responsibility of everyone using the Lactation Room to maintain a clean room ready for the next user. All breast milk spills must be cleaned using the cleaning solutions provided. Please notify the Property Management Office of breast milk spills that occur and have been cleaned.
8. It is the responsibility of each user to remove stored milk at the end of the business day. In the event of a power outage, please dispose of the milk right away.
9. It is the responsibility of each user to ensure that the refrigerator is kept clean.
10. Please limit the use of the space to activities associated with expressing milk only.



11. Attendees not being respectful of others will have their access to the room revoked.
12. There is no eating, drinking, or smoking permitted in the Lactation Room.
13. The following materials are not to be brought in the Lactation Room: no perishable foods, flammable, chemical, caustic, poisonous or other hazard materials; no unsealed containers of liquids, no illegal objects or substances.
14. Tagging, scratching, denting, painting, or otherwise marking in the Lactation Room is regarded as defacement of BentallGreenOak property and is not permitted.
15. Inquiries and difficulties are to be directed to the BentallGreenOak contact below.

I have read, understand, and accept all the terms and conditions above.

Applicant Signature _____ Date: _____

Lactation Room applications can be dropped off at the:

BentallGreenOak management office, 150 King Street West, Suite 101
Or emailed to: 150kingwest@bentallgreenoak.com

Applications will not be taken over the phone.