

### **Rules and Regulations on the Use of CUHK Nursing Rooms**

1. The nursing rooms are available to female staff and students of the University for breast feeding and/or nappy changing purposes. Visitors may seek assistance from the relevant management office for access.
2. CUHK female users may book the nursing rooms via the “CUHK Central Booking System” two weeks in advance.
3. Two slots of 30 minutes each can be booked every day. Each user can reserve up to 10 slots within seven calendar days.
4. The reservation is not transferable.
5. Cancellation of booking must be made at least 24 hours in advance of the booked session through the “CUHK Central Booking System”.
6. If a room is not used within 10 minutes from the booking time, the booking will be cancelled and the room will become available.
7. Users are requested to keep the room clean and tidy and take good care of the facilities by reinstating to its original condition after use. In case of any loss or damage, the responsible user is required to pay for the repair or replacement.
8. The Chinese University of Hong Kong reserves the right to revise or cancel the bookings or close any facilities that are unsuitable for use without prior notice.
9. For enquiry, please contact the Estates Management Office at 3943 6172.

### **香港中文大學哺乳室使用規則**

1. 哺乳室主要供需要進行母乳餵哺及/或更換嬰兒尿布的香港中文大學女性教職員和學生使用。訪客如需使用可以向相關辦事處查詢。
2. 中大女性教職員或學生可於兩週前透過“CUHK Central Booking System”預約使用哺乳室。
3. 每個用戶每天可預約兩個各 30 分鐘的時段，最多可以在七日內保留 10 個預約時段。
4. 所有預約不可轉讓他人使用。
5. 如欲取消預約，須於預約時段最少 24 小時前透過“CUHK Central Booking System”進行。
6. 如果房間在預約時間 10 分鐘內沒有人使用，相關預約將被取消，有關房間將可供使用。
7. 用戶請保持房間整潔，妥善使用哺乳室內之設施，並於使用後恢復原狀。如有遺失或損毀，用戶需支付相關修理或更換費用。
8. 香港中文大學保留權利更改或取消預約，或關閉任何不適宜使用的設施，並無需預先作出通知。
9. 如有任何查詢，請致電 3943 6172 聯絡物業管理處。