



Lactation Station Check-Out Rules

The Horizon Public Health Lactation Station Tents are available for check-out, to use at community events or spaces. There is a large 10 foot x 10 foot tent and a smaller pop-up tent (one user at a time). These tents are not for private or personal use.

Rules:

- The tent must be free for public use when set-up at approved events
- The tent must have the designated Horizon Public Health signage displayed near the entrance of the tent while the tent is set-up explaining its purpose and use
- The tent and area inside and must be kept clean and monitored during reservations
- Must utilize sign in sheet provided by Horizon Public Health to monitor and track usage
- No garbage can in the tent, recommended to have garbage can placed outside near the tent area
- The tent must only be used for pre-approved purposes or events
- Equipment request must be made 10 days in advance of the requested date
- Equipment cannot be checked-out without a reservation
- Equipment is available on a first come/first served basis by reservation
- If possible, set it up indoors to prevent damage from weather

Reserve your equipment in advance through calling or emailing Whitney at whitney@horizonph.org.

Checking out Process

- To check out any piece of equipment you must present your current ID.
- At checkout, by accepting the equipment you agree to the policies on this page, that you have received all items included with the equipment, and that the included pieces are in working condition.
- Problems with, damage to, loss, or theft of the hardware loaned to you must be reported immediately. Failure to do so may result in repair and/or replacement fees. Any damage to, loss, or theft of loaned equipment during the loan period is the sole responsibility of the borrower as well as subsequent repair or replacement costs up to the original value of the item(s).
- Any damage to or loss of loaned equipment during the borrowing period is the sole responsibility of the borrower. Damage costs assessed to a patron must be paid before new equipment can be borrowed. Users found to have damaged equipment will be blocked from borrowing more equipment until the damage fees have been assessed and paid in full.
- Borrowers should not check out equipment for use by any other individual. Doing so may result in permanent revocation of borrowing privileges.

Returning

- Equipment must be returned to the same location from which it was checked out. Items dropped off at locations other than the original borrowing location are not considered

returned and may accrue late fines until they are retrieved by the borrower and returned to the correct location.

Overdue Fines

- \$20 per day may be charged for every day or portion of every day that the item is overdue that the facility is open.
- If there is a fine on a person's or organizations record, that person or organization will not be able to check out any other equipment until all fines are paid in full.
- Unpaid fines stay in the system indefinitely.