Guidelines on Use of Mothers’ Station

- There are two Mothers' Stations on campus; one is in the Main Campus (Room G02C, G/F of Student Lounge) and the other is in the LSK Campus (Room G019, adjacent to Wong Chak Chui Lecture Theater). The rooms open from 8:00 am to 8:00 pm, Monday to Sunday. Each Station has two individual settings which can accommodate two persons at the same time.
- The rooms are for breast milk pumping only. Eligible users must be female, staff or student of HKUST, have a baby or young child for the age of 0-3.
- All non-eligible users are not allowed to enter the rooms.
- To register as eligible users, please refer to Appendix A.
- The users can reserve the rooms 7 days in advance. Each section has 30 minutes and each user can reserve a maximum of 1 hour per day.
- Each user may reserve or amend booking anytime as long as there are time slots available and comply with the guideline above. All amendment/cancellation should be made before the time slot.
- To encourage the utilization of facilities, users should cancel the booking if it is not needed.
- The reservation is not transferable.
- Please keep the rooms clean and tidy, take good care of the facilities and reinstate to original conditions. In case of any loss or damage, the responsible user is required to pay for the repair or replacement.
• Please do not leave any personal belongings in the Stations which will be removed without prior notice once reported. Any loss and damage will be solely borne by the users.
• Please leave the room punctually.
• Campus Services Office reserves the rights to cancel the bookings or close any facilities that are inappropriate for use.
• For enquiry, please call 2358 8072 or send email to bmproom@ust.hk.

CSO/G-MS/2018-05
Appendix A

Guidelines on Use of Mothers’ Station

To use the facilities of Mothers’ Station, please:

1. Download, install and register the app Mothers’ Station

2. Register the University card
1. **Download, install and register the app**

i) Through App Store and Google Play

**iOS**


![QR Code for iOS](image)

**Android**


![QR Code for Android](image)

ii) Input your email address and press “CONTINUE”: 

![Registration Screen](image)
iii) You will receive an email from Mothers' Station that provides an Authentication Code. Input the code and press “VERIFY”

![Authentication Code Screen]

iv) You will be directed to the page below and receive an email from Mothers’ Station again. Please follow the instructions in the email.

![Registration Instructions]

v) After verification of supporting documents, you will receive a notification email for using the app.

2. **Register the University card**

i) Go to the Management Office of University Center to register your University Card. Once completed, you can use the app for booking and access the facilities.