
Pet Policy

Issued: August 17, 2016

Revised: February 1, 2017

Purpose:

To provide a procedure in order to possess a pet associated with live-in professional staff members, which include Graduate Student Staff Members (Graduate Assistants), Residence Life Coordinators Faculty in Residence, and the Assistant Director of Residence Life (hereon mentioned only as “live-in professional staff members), who are given an apartment/house and/or are required as a condition of their employment to reside in a designated Residence Life on-campus location.

Policy:

1. For the purpose of this policy, the term “pet” shall refer to a cat or dog. No other animal, except for fish, are allowed within any residence life property unless it is required for a disability and/or approved as an accommodation through the Office of Disability Services.
2. All live-in professional staff members must complete a *Pet Request Form* and receive approval from the Director of Residence life **AND** their direct supervisor prior to the pet residing on campus.
 - a. If a live-in professional staff member has already been approved to possess a pet in their housing location before the “issued” date above, they must still fill out a *Pet Request Form* and still abide by all other regulations in this policy.
3. There is a **one pet/animal** limit per live-in professional staff member.
 - a. A request for an exception to this policy must be submitted in writing and attached to the *Pet Request Form*. This request must be approved by the Department of Residence Life Leadership Team which includes, the Director of Residence Life, the Assistant Director of Residence Life, and the Senior Residence Life Manager.
 - b. If previous approval was given before the “issued” date above, no additional approval will be required.
4. Any damages done by the pet must be reported to the Assistant Director of Residence Life immediately via email.
5. All pets must be in good health and have all veterinarian recommended vaccinations to maintain the pet’s health and prevent contagious diseases.

6. The live-in professional staff member must provide the following documentations to the Assistant Director of Residence Life prior to the pet entering into the apartment/house:
 - a. The pet must have all vaccinations, immunizations, tags and be registered with Animal Control. See <http://benninganimalhospital.com/columbus-pet-laws-registration.php> for more information.
 - b. The pet must be treated for fleas and ticks as recommended by veterinarians.
7. All liability for the actions of the pet is the responsibility of the live-in professional staff member. The Department of Residence Life will assume no responsibility for the pet and/or its actions.
8. The live-in professional staff member will take all reasonable precautions to protect University and Residence Life property. This includes training, use of training aids and use of restraint devices (i.e. pet leashes).
9. Anytime the pet is outside of the live-in professional staff member's apartment/house, the live-in professional staff member must be in the presence of the pet at all times.
 - a. If a member of the community requests that the pet not be present, the live-in professional staff member must return the pet to its designated live-in professional staff member apartment/house.
10. The pet must be kenneled, removed from the apartment/house, or under the direct control of the live-in professional staff member whenever a maintenance member, facilities partner, or other university staff member enters the apartment/house for routine maintenance and/or work order responses.
 - a. Live-in professional staff members must write in each work order request for their apartment/house that there is an animal present, and to contact them when the work order is going to take action so that the live-in professional staff member may be present in the apartment/house.
11. The pet's waste (including cat litter) must be disposed of in plastic bags in the dumpsters outside the building. Waste from pets being walked, must also be disposed of in plastic bags in the dumpsters outside the building.
 - a. Cat litter must be disposed of and change appropriately. The smell of the waste should not be disturbing to the community and/or to the longevity of the staff member's apartment/house.
 - b. Any waste that causes damage to University and Residence Life property, must immediately be reported to the Assistant Director of Residence Life via email.
12. If a pet is required to go outside, the live-in professional staff members supervisor will work with the live-in professional staff member in creating a plan in which the owner will be able to bring the pet outside with little disturbance to the community.
 - a. If a live-in professional staff member is relocated to another community, the live-in professional staff member's supervisor will work with them to create a new plan.
13. If the live-in professional staff member will be gone for an extended duration of time, they must make arrangements to provide care for the pet. Such care may require boarding the pet at an animal kennel for the duration of the time the staff member is away.
 - a. Students will not be allowed to provide care to the pet.
 - b. A "student staff member" (Resident Assistant, Graduate Assistant) is allowed to provide care to the pet. If a student staff is providing care, they must do so from the live-in professional staff member's apartment/house. The pet must remain inside the live-in professional staff member's apartment/house, unless being taken outside.

- i. If a “student staff member” is providing care for a pet for an extended duration of time, the staff member must inform their supervisor and the Assistant Director of Residence Life as to who will be providing care.
 - c. The live-in professional staff member will still be held liable for any actions their pet is involved in during the time they are away.
 - d. The live-in professional staff member may not give community access to someone not affiliated with the university.
14. A pet that is a nuisance to the community, as determined by the Director of Residence Life, must be removed within seven (7) calendar days upon notification, or sooner, if deemed necessary. This could include noise and/or behaviors that are deemed as disruptions to the residential community.
15. All pets must be treated humanely. If mistreatment is reported, the Senior Residence Life Manager will review the report with owner of the animal. If report is found to be accurate, the immediate removal of the animal and forfeit of any future ability to possess a pet will ensue.
16. Apartments/houses housing a pet will be inspected every six (6) months, or as needed, by the Assistant Director of Residence Life, Senior Residence Life Manager, and/or Maintenance Staff for fleas, ticks, cleanliness and damages. The Assistant Director of Residence Life will schedule this inspection with the live-in professional staff member.
 - a. If fleas, ticks, or other pests are detected during the inspection, the live-in professional staff member will be charged for the cost of the treatment of the apartment/house.
 - b. If this is a reoccurrence, the live-in professional staff member may lose their right to possess the pet and the live-in professional staff member may be asked to remove the pet within seven (7) calendar days upon notification.
17. Graduate Assistants and Resident Assistants will not be permitted to have a pet.
18. Only pets under the weight of 40 pounds will be approved.
 - a. If pet is a newborn or young, i.e. dog, approval will be given if the average national animal weight of the pet as an adult is under 40 pounds.
 - b. This determination will be made via this webpage:
<http://modernpuppies.com/breedweightchart.aspx>
19. If the pet is removed and will no longer be staying in the live-in professional staff member’s apartment/house, the live-in professional staff member must let the Assistant Director of Residence Life and the Senior Residence Life Manager know via email within 48 hours of the removal of the pet. To replace a pet, a new *Pet Request Form* must be completed by the live-in professional staff member before the pet resides in the apartment/house.
20. Documentation regarding a live-in professional staff member’s pet will be maintained by the Assistant Director of Residence Life.
 - a. The following documentations must be updated/provided to the Assistant Director of Residence Life by January 15 of each calendar year:
 - i. Vaccination Records
 - ii. Immunization Records
 - iii. Columbus Pet Registration
 - iv. Flea and Tick Treatment Records/Verification



| STAFF MEMBER INFORMATION | | | |
|------------------------------------|------------|------------|------------|
| | | | |
| Last Name | First Name | Middle In. | Suffix |
| () | - | | |
| Phone Number | | 909# | |
| Staff Member Position (Select one) | | RLC | FIR |

| PET INFORMATION | | |
|-----------------------------|---|----------------------|
| Type of Animal (select one) | Dog | Cat |
| Name of Animal | | Breed of Animal |
| Date of Birth/Age | Recent Vaccination Date(s) | Immunization Date(s) |
| Columbus Pet Registration # | Flea/Tick Treatment Date and Ongoing Treatment Plan | |

Pet Policy Agreement

ACCEPTANCE OF AGREEMENT. Provide your signature and the date below in the designated area at the end of this Agreement. By signing this Agreement you are agreeing to the terms and conditions set forth below and in the RLP 01 Pet Policy.

My signature indicates that I have read, that I understand, and that I agree to the terms and conditions contained in the *Pet Policy*.

Staff Member Name (Print)

Supervisor Name (Print)

Staff Member Signature

Supervisor Signature

Date

Date