

ANIMALS/PETS ON CAMPUS POLICY	<p>BOT Approved: 6/5/2015 Policy updated to new format on 3/20/2019.</p>
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PURPOSE:

At Garrett College, safety and security on campus is of paramount importance. The College will make every effort to ensure the safety and security of the campus community and its visitors.

POLICY:

In order to provide for a safe and healthy environment for members of the campus community to study, work and live, to comply with local animal ordinances, and to ensure public safety, it is the policy of the College to restrict animals from all campus buildings with exemptions granted for service animals which assist people with disabilities, College approved activities, or approved residence hall live-in staff. The Chief Student Affairs Officer (CSAO) and/or Chief Administrative and Financial Services Officer will be responsible for granting/approving exemption requests and/or enforcing related procedures.

(Note: This policy does not include Emotional Support Animals for residential students as ESA’s have their own separate policy).

PROCEDURES:

The following agreement applies only to full-time, professional live-on staff living in designated apartments within the residence halls. Peer Leaders are not permitted to have pets other than those stated in the Residence Hall Guide. Any staff member considering the acquisition of a pet is expected to discuss this matter with the Chief Student Affairs Officer, Chief Administrative & Financial Services Officer, or their designee in advance of ownership. Any incoming live-on professional must discuss the type of pet being brought to campus to insure that it meets policy guidelines. Pet ownership is decided on a case by case basis.

NUMBER OF PETS

Live-on professionals will be permitted to own, and have live in their apartment, non-meat eating fish and non-venomous reptiles in an appropriate cage or aquarium. In addition, there is a limit of two (2) caged or aquarium pets OR one (1) cat OR one (1) dog unless special permission is granted by the Chief Student Affairs Officer, Chief Administrative & Financial Services Officer, or their designee in advance.

ALLOWABLE PETS

The following pets, according to the stated guidelines, may be allowed; No other types of pets are permitted.

Fish

- Non meat-eating fish allowed.

Rodent Species

- Hamsters, rabbits, guinea pigs and other approved, domesticated rodents (ferrets will not be approved).
- All rodents must be in a secured cage or aquarium and should not be allowed to escape the apartment.

Reptiles

- All reptiles must be in a secure aquarium or cage and should not be allowed to escape the apartment.
- Only non-venomous species are permitted.

Birds

- Must be a bird that is typically domesticated (e.g., canaries, parakeets, cockatiels, cockatoos, and other parrots).
- All birds must be caged and should not be allowed to escape the apartment.

Cat

- Must have all required immunizations up-to-date and a copy must be on file with the Student Life Office and/or the Office of Administrative and Financial Services.
- Must be spayed or neutered. A copy of the veterinary documentation must be on file with the Student Life Office and/or the Office of Administrative and Financial Services.
- Must be licensed in Garrett County, MD and a copy of the license must be on file with the Student Life Office and/or the Office of Administrative and Financial Services.
- Must be collared and either on a leash or in a carrier outside the apartment at all times and may not be brought into any other building on-campus than the one in which it resides.

Dog

- Cannot be larger than 40 pounds or taller than 24 inches
- Must possess friendly and sociable characteristics and no history of aggressive behavior.
- Must have all required immunizations up-to-date and a copy must be on file with the Student Life Office and/or the Office of Administrative and Financial Services.
- Must be licensed in Garrett County, MD and a copy of the license must be on file with the Student Life Office and/or the Office of Administrative and Financial Services.
- Must be spayed or neutered. A copy of the veterinary documentation must be on file with the Student Life Office and/or the Office of Administrative and Financial Services.
- Must be collared and on a leash outside the apartment at all times and may not be brought into any other building on-campus than the one in which it resides.

STANDARDS OF BEHAVIOR BY ANIMAL AND PET OWNER

Health, sanitary, safety, and disruptive standards must be maintained as follows:

- Pets must not be taken into the student living areas. Pets are only permitted in the hallways if:
 - a) They are being transported to the owner's apartment,
 - b) They are being transported outside from the owner's apartment
- All pets must be on a leash or in a carrier at any time the pet is outside of the staff member's apartment.
- Pet feces must be disposed of properly. It is the owner's responsibility to shovel feces from College grounds, dispose of it in a plastic bag, and then place that bag in an outside garbage can. Clean up must occur IMMEDIATELY.
- Pet accidents within the apartment must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The strong odor of a pet emanating from the apartment is not acceptable.
- Pets must not be allowed to disrupt others (e.g., barking continuously, squawking, yowling, howling, etc.). Pets which constitute a nuisance to other residents, as

determined by the Director of Student Development must be removed within seven (7) days of notification by the Director.

- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner.

Violations concerning any of the aforementioned may result in the staff member having to find alternative housing off-campus for the pet. Please remember that having a pet is a privilege, not a right. The Chief Student Affairs Officer or Chief Administrative & Financial Services Officer or designee will make the final decisions in these matters.

DEPOSIT

A \$100.00 refundable deposit will be paid to the Business Office seven (7) days prior to acquiring/moving in a pet (deposit not required for fish). This deposit will be used to cover possible damage to College property caused by the pet. There will be an initial apartment condition inventory completed by the live-on professional and assessed by the Director of Student Development or designee PRIOR to the pet's arrival. Any College- owned soft-sided, upholstered furniture or bedding will be inspected and noted on the apartment condition inventory. The live-on professional will be responsible for protecting all furniture in order to reduce the potential damage that could be caused by pets. If there is any damage to the apartment or the contents of the apartment supplied by the College, the live-on professional will be responsible for the cost of the repair or replacement. The cost of the damage will be taken out of the deposit. If the cost exceeds the deposits, the live-on professional is to pay any cost above the amount of the deposit.

VACATING THE APARTMENT

At the time the staff member moves out of his/her apartment, or no longer owns the pet(s), the Director of Student Development will again assess the apartment and determine if damage to College property can be attributed to the pet(s). The Director of Student Development or designee maintains the right to conduct planned apartment inspections annually to assess for pet damage and make decisions regarding continued pet ownership. The owner must be present during the time of inspection.

- If damages are greater than \$100.00, the staff member will be charged and be required to make full payment within thirty (30) days.
- If damage is less than \$100.00, the staff member will receive the remaining balance of his/her deposit within thirty (30) days. Vacate dates may be influenced by repair/replacement schedule as necessary based on any damages caused by the pet.

CLEANING, MAINTENANCE AND DAMAGES

Apartment cleanliness both during occupancy and post-occupancy is important. Continued standards of cleanliness, as it relates to health issues, are expected. Further, the staff member has an obligation to make sure that the apartment is as clean as the original standard. This also includes thorough steam cleaning and vacuuming of carpets and College-owned furniture. The cost of damages and extraordinary cleaning caused by the pet are the responsibility of the staff member.

- Replacement or repair of damaged items will be the financial responsibility of the staff member.
- All assessments will be at the real replacement or repair cost. Replacement carpet will be charged at a prorated rate based on the age of the carpet.
- Extraordinary cleaning charges shall be deemed appropriate by the Chief Student Affairs Officer, Chief Administrative & Financial Services Officer or designee if such charges are required as a result of the pet living in the apartment.
- When maintenance within the apartment is needed while the owner and pet still occupy the residence, the repair must be a scheduled visit. The animal must be contained within a kennel, crate, or unoccupied room during the repair.
- If there is an emergency need for maintenance or security to access a live-on professional staff member's apartment, they must first contact the professional staff member to gain access to their apartment. If it is deemed essential that maintenance or security staff must enter the apartment immediately, they are authorized to do so, but should still contact the staff member or his/her designee so that the pet may be controlled.

APPROVAL FORM

Those staff members wishing to purchase/move-in a pet will be required to complete the Residence Hall Staff Pet Procedure Acknowledgement and Agreement Form (***attached/on next page***). A copy of the form will be maintained with the staff member's records in the Office of Student Affairs.

Residence Hall Professional Staff Pet Procedures Acknowledgement and Agreement Form

I have completely read and understand the Staff Pet Procedures. I understand that having my pet on campus is a privilege and that violating any Residence Hall or College policies and/or procedures may result in the loss of my privilege to have a pet.

Signature Printed Name Date

This form must be completed & approved before any pet is allowed on campus.

Name of Owner: _____

Building and Room Number _____ Cell phone: _____

Name of Pet: _____ Age: _____ Weight (Exact): _____

Species: _____ Breed: _____ Sex: _____

Veterinarian Information:

Name: _____ Phone Number: _____

Office Name & Address:

OFFICE USE ONLY

Approval by Dean: _____

Deposit Fee Received By: _____

Proof of license in Garrett County Received By: _____

Proof of neuter/spay Received By: _____

Proof of Vaccinations Received By: _____