



Animal Friendly Housing Guidelines

Created 4/11/18

Contents

Introduction	3
How to Apply.....	3
Registration	4
Registration Approval	4
Room Change/Leaving Housing	4
Room Changes	4
Early Move Out/Contract Cancellation	4
Owner Expectations	5
Before Arrival to Campus	5
While on Campus	5
Animal Owner Probation	6
Pet Waste	6
Cage/Crate, Room & Animal Maintenance.....	6
Frequently Asked Questions	7
What types of animals can be approved to live on campus?	7
What buildings are Animal Friendly?	7
Is there a weight breed limit for dogs living on campus?	7
How old must my animal be to live on campus?	7
What vaccinations are required for my animal to be approved to come to campus?	7
Can I have an animal visit?	7
How many animals can I have?	7
Can I have a pet sitter for my animal or be a pet sitter for someone else’s animal?	7
If I move out early, will my animal fee be returned?	8
When do you spray for pest control and will it hurt my animal?	8
Why do I need to crate my animal?	8
Does my cat or dog need to be on a leash when they leave my apartment?	8
What do I do if my animal has fleas?	8
How do I report an animal complaint?	8
Agreement, Risk Acknowledgement and Liability Waiver Contents	9
Risk Acknowledgement	9
Assumption of Liability	9
Liability Release & Indemnification.....	9

Introduction

East Central University (ECU) recognizes the challenges students face when leaving home and transitioning to a new community. We believe that for many, having an animal can aid in reducing stress/anxiety and contribute to the overall wellbeing of the campus population. Because of this, we have opted to allow a portion of the residential community to be animal friendly. It is also our goal to provide a safe environment for members of the ECU community and to protect, maintain and regulate animal ownership privilege enjoyed by member of the residential community. It is for this reason that policy and guidelines for ownership have been created. The opportunity to have an animal on campus is a privilege, not a right.

Animals that *may* be approved:

- Fish (1 aquarium maximum 10 gallons)
- Small caged animals
- Feline/domestic cat
- Canine/dog (under 40 lbs.)

Animal Friendly Housing is only available in limited areas of Stadium Apartments to residents eligible to live in Stadium Apartments.

ECU, at its sole discretion, except as required by law, retains the right to deny any pet or dog breed to reside on campus to ensure the safety of the community.

How to Apply

All students must apply yearly in order to be considered for approval to bring an animal to campus. The application process does not guarantee approval for the animal to live on campus with the student.

Students that do not have animals can sign up to live in the Animal Friendly Housing. However, if the need for animal rooms becomes necessary, HRL reserves the right to relocate a student living in Animal Friendly Housing without an animal to another available space on campus. Each Animal Friendly Housing resident will need to complete all paperwork necessary with the HRL by the designated move in date. Animal Friendly Housing, like all requested assignments, is not guaranteed; limitations exist on a campus even as we continually grow to accommodate the growing desire for such housing.

Students wishing to bring fish to campus do not need to apply.

Any cat or dog living on campus has to be at least 1-year-old by August 1 of the academic year in which one is applying and has to have lived with the student's family for at least one year prior to living on campus. **The acquisition of any dog, purchased, fostered, or stray, while a student at East Central University, is prohibited in our Animal Friendly Housing areas.** Other types of animals may be approved on a case by case basis by Housing and Residence Life.

Owners who fail to complete the application process for their animal but still bring their animal on campus will be subject to a \$200 fine, placed on probation and required to remove the animal. If a deadline is missed, the owner must make an appointment with the Director of Housing and Residence Life in order to be considered for an extension. If an owner is fined for bringing an animal prior to approval and receives an extension, the owner will still be responsible for the \$150 semester fee in addition to the fine.

Students applying to have an animal on campus, must complete the Housing and Residence Life room application *AND* the HRL Animal Application for consideration. The HRL Animal Application will require the student to attach a photo, proof of one-year ownership, proof of vaccinations/alterations, and answer several questions regarding their ability to care for an animal while living on campus.

Registration

A complete animal registration will include current copies of the following:

- Clear photo of the animal (full body)
- Altering (Spay or Neuter) Certificate (canine and feline only)
- Record of Animal Core Vaccinations: Rabies & DAPP
 - If you have a canine, you will also need to provide records of Bordetella & Heartworm Prevention
 - If you have a feline, we suggest that you provide record of Feline Leukemia
- Proof of flea prevention/maintenance
- Copy of animal insurance policy (strongly encouraged)
- \$150 per semester fee (charged to student account for support of Animal Friendly communities)

Students will also be required to agree to the Agreement, Risk Acknowledgement and Liability Waiver found in the registration form.

To send updated scanned copies of the above documents email them to housingresidencelife@ecok.edu with the subject "Animal Housing, YOUR LAST NAME" (ex. Animal Housing, Wilson). Students may also drop off copies of the documents to the HRL Office in Administration 155.

Registration Approval

Upon completion and submission of the requested documents, students will receive an approval/denial email from HRL prior to their move in date. No animal should be brought to campus without receiving approval via email. Please note that animal approvals are for one academic year.

Room Change/Leaving Housing

Room Changes

Should a resident wish to change rooms outside of an Animal Friendly designated facility their application to have an animal in housing will be voided and the animal will be required to leave campus. Residents wishing to keep their animal on campus will only be able to reside in the animal friendly designate residential facilities.

Early Move Out/Contract Cancellation

Students who are relocated to a non-animal approved residence hall will be required to take their animal home. Students are responsible for the damage or cleaning that results from themselves or their animals. All fees for damages and cleaning will appear on the student account and will be billed according to the damage and cleaning needed.

Owner Expectations

Before Arrival to Campus

- All dogs and cats must be housebroken before arriving on campus.
- Upon residing in the Animal Friendly residence, you agree to review and abide by all policies and procedures outlined in this Animal Policy and Guidebook, as well as those terms noted in the Animal Friendly Housing Agreement and Liability Waiver.
- All owners must have all required registration paperwork on file prior to bringing the animal to campus.

While on Campus

- Regardless of the circumstances, the animal owner is ultimately responsible for the actions of the animal.
- All owners must display their approved animal placard in a visible location on the exterior entrance to their living space.
- All animals must live with their owners.
- All owners are responsible for keeping up to date registration records on file with HRL.
- All animal owners and their roommates must complete an Animal Friendly roommate agreement.
- Owners must keep their dogs and small mammals (except felines) properly crated while they are away from the room. Housing and Residence Life is not responsible for circumstances in which animals are not properly crated. This includes, but is not limited to: animal fleeing the room, damage to property, injuries to staff or animal, delay in responding to maintenance concerns and actions of emergency personnel.
- Owners must clean up after their animals.
- Abandonment, neglect, or mistreatment of any animal by any member of East Central University will not be tolerated. No warnings will be issued. If there is abuse, it will result in either the animal being taken away from the owner or measures taken to prevent contact with the person responsible for the abuse. These actions will be subject to the discretion of Housing and Residence Life or the Dean of Students. Owner negligence or mistreatment of an animal will not be tolerated.
- No animal is allowed to become a disruption to the members of the East Central University community. A disruption is defined as, but not limited to, excessive noise, physical harm to humans or other animals, destruction of property, and acts otherwise deemed by Housing and Residence Life or the Dean of Students. Animals attacking other animals or humans will not be tolerated. The matter will be addressed through the conduct process and the animal in question may be removed from campus until an outcome is rendered.
- Should a student be unavailable to care for their animals the University will contact their listed emergency contact to provide care. Should this person be uninterested or unreachable, HRL may release the animal to a shelter.
- Animals should not be left unattended for more than (6) six hours for a dog or (10) hours for other animals.
- During academic breaks in which the animal will be away from campus (Fall Break, Thanksgiving, Winter Break, Spring Break, etc.) the animal owner will remove the animal from campus.
- All animals are only allowed inside the residence of the approved owner. Approved animals are prohibited to be in or visit other apartments/buildings on campus unless otherwise authorized.
- Each month during Health and Safety inspections, HRL Staff will conduct animal inspections to ensure that the animal owner is maintaining healthy and appropriate animal care. Failure to maintain upkeep of an animal or living space may result in removal of animal from campus and/or the assessment of room cleaning charges.

Animal Owner Probation

An animal owner, in most cases, will be issued a verbal warning for a first time violation. Further violation, will result in an animal owner being placed on animal probation. Written notification of animal probations will be issued for the following, but not limited to:

- If a student brings an animal without completing an animal application and receiving approval.
- If an owner is found to be mistreating or negligent of their animal care responsibilities.
- If an owner or animal not be in compliance with the policies and guidelines set by Housing and Residence Life.

If HRL is notified of any mistreatment or negligence of an animal, or the conditions of the student's specific probation are broken, Housing and Residence Life or the Dean of Students will look into the situation and act appropriately. If the animal owner is found responsible, the owner's parents/guardians will be notified and the student will have 48 hours to remove the animal from campus. If after 48 hours, the animal is still residing on campus, a \$200 fine will be issued to the student and HRL reserves the right to remove the animal by other means as deemed necessary.

Pet Waste

It is the owner's responsibility to clean up after their animal. Owner's must exercise proper care and control of their animal which means cleaning up their animal's waste material and disposing of it properly. Students are required to have pet waste or plastic bags with them at all times and dispose of them in any outside dumpster. It is an expectation that animals that utilize outdoor methods for the bathroom do not urinate on any electrical boxes or HVAC equipment. Litterboxes must be cleaned regularly and maintained to ensure reduced odors. Owners are required to dispose of old litter in a sealed bag or container in the exterior dumpsters immediately. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces. Residents are responsible for disposing all disposable cage or crate bedding in the exterior dumpsters. It is the owner's responsibility to provide the appropriate upkeep for their animal.

Cage/Crate, Room & Animal Maintenance

Animal owners must perform regular room and crate cleaning in addition to grooming the animal to prevent odor, if applicable. Students can use the laundry room sink located in Stadium Apartments, K Section to clean your animals. After cleaning, it is the responsibility of the animal owner to remove hair and clean the sink for the next person's use.

If a room smells due to an animal, the occupant will be asked by ECU staff to clean the room. Students should expect to clean their room more often than other residential spaces. Students should acknowledge that an animal in a residential space will create more of a mess/scent than it would within a house. We recommend using animal cleaners which may be purchased from local animal stores. Animal checks will be conducted throughout the academic year in order to ensure proper care of animals.

Frequently Asked Questions

What types of animals can be approved to live on campus?

ECU Housing and Residence Life may approve fish, small caged animals, domestic cat or dog.

What buildings are Animal Friendly?

Animal Friendly housing only exists in "O" section of Stadium Apartments, at this time.

Is there a weight breed limit for dogs living on campus?

Dogs must weigh less than 40 lbs. There is not a breed limit at this time, however dogs that show behavioral concerns may be removed from campus.

How old must my animal be to live on campus?

Dogs and cats must be at least one (1) year old, be house broken and lived with the family for at least 1 year prior to arriving to campus.

What vaccinations are required for my animal to be approved to come to campus?

It is expected that animal owners consult with a veterinarian. However, the following vaccinations are required:

Dogs:

- Rabies
- Distemper
- Bordetella
- Flea Prevention
- Heartworm Prevention
- Spayed or Neutered

Cats:

- Rabies
- Distemper
- Flea Prevention
- Feline Leukemia, if recommended by vet
- Spayed or Neutered

Can I have an animal visit?

Only animals that have been approved by Housing and Residence Life for each specific apartment may enter the housing facilities. Approved animals may not visit apartments of other residents. Visiting animals are prohibited.

How many animals can I have?

Each apartment may be approved for one animal.

Can I have a pet sitter for my animal or be a pet sitter for someone else's animal?

Having a pet is a significant responsibility. As such, students are expected to create a schedule that allows for appropriate time to care for the animal. If a student makes arrangements to be away from the room for an extended period of time, it is expected for the student to board the animal or take the animal with them. Students are not permitted to provide another student access to their apartment in their absence, nor are

animals permitted to visit other apartments. Dogs should not be left unattended for more than 6 hours. Other animals should not be left unattended for more than 10 hours.

If I move out early, will my animal fee be returned?

No. Any student that wishes to or is asked to leave an Animal Friendly designated facility will not be reimbursed or any animal registration fees assessed.

When do you spray for pest control and will it hurt my animal?

Each July, we spray every room in every residence hall. Throughout the year, we do monthly treatments on every common space. We also treat specific rooms that have reported an issue at that time. If your apartment is to be sprayed, you are to have your animal crated or vacant from the apartment. The spray that is used is not harmful to animals after it has dried. However, while it is still wet, it is best that your animal be kept from the treated areas. Also, the pest control specialist will not enter and spray an apartment in which the animal is roaming freely.

Why do I need to crate my animal?

Crating insures that animals won't do damage to rooms while the owner is unable to supervise their animals. An animal being crated allows for facilities workers/emergency personnel/University officials to enter rooms without the animal delaying their work. If an animal does not respond well to crating perhaps you may want to reconsider bringing the animal to campus. At this time, cats do not need to be crated. When any facilities/emergency personnel/University officials need to enter a space where an animal is not properly crated they are not responsible for something that may happen with an animal (e.g. get out of room, run away, etc.).

Does my cat or dog need to be on a leash when they leave my apartment?

Yes. Cats and dogs must be on a leash at all times while on campus. The exception is while in the 'dog park' venue.

What do I do if my animal has fleas?

Owners are expected to maintain flea prevention year around. If an animal is found to have fleas, it is expected for the owner to email housingresidencelife@ecok.edu with the information. The owner is expected to utilize appropriate animal treatment for the animal. If treatment of the apartment becomes necessary, HRL will make arrangements for the apartment to be treated by our contracted pest control provider. The animal owner will be responsible for the treatment costs (approximately \$50), resulting in a charge to the student's university account. Students who do not address a flea problem immediately may risk the loss of animal privileges on campus.

How do I report an animal complaint?

Any member of the ECU community may file a complaint with HRL. The complaint may address any form of misconduct or rule violation on the part of the animal or owner. Animal complaints should be discussed with a resident assistant who will then have a conversation with their Residence Director. You may be asked to file the complaint in writing. Please note that unless a complaint is turned in, no action can be taken.

Agreement, Risk Acknowledgement and Liability Waiver Contents

By signing this agreement, I certify that I have read, fully understand, and agree to abide by the stated terms herein, and those of the Housing Contract and the ECU Animal Policy and Guidebook. I agree to make myself aware of and practice appropriate animal care and understand the penalties for not following proper procedures and policy. I understand it is my responsibility to provide the required paperwork to Housing & Residence Life (i.e. vaccination, insurance, etc) as stated in the Animal Policy.

Risk Acknowledgement

I acknowledge that this building, in which I voluntarily desire to reside in, is an Animal Friendly building that will include a variety of different animals to include; dogs, cats, fish, and domestic marsupials such as guinea pigs, hamsters, mice, etc. owned and under the care by either myself or other student residents. I understand and accept the risks associated with living in quarters with various types of animals that, despite policy and efforts of university staff, could involve occasional disturbances or incompatibility between animals, such as but not limited to: noise, odor, respiratory issues, infestation of fleas or ticks, animal-related infections, etc. as well as the possibility of injury to me or my own animal, and/or damages to my personal property.

I acknowledge that said risks extend to the campus grounds and any designated Animal Friendly areas, including the 'dog park' venue where animals are allowed to be unleashed. I acknowledge that all students are encouraged to have health insurance while attending the University. I understand that should I become injured by my animal or the animal of another student, or should my animal cause injury to another person, I will be responsible for any associated medical costs.

Assumption of Liability

I understand that it is recommended by the University that I obtain pet liability insurance, or if applicable, check my home-owners' policy to see if this is included for my animal while living in a University residence. As a pet owner or animal trainer in a campus residential building, I accept full responsibility and liability for any damages or injuries that I or my animal may cause to any persons or property while residing in this animal friendly building and while utilizing the campus grounds including the 'dog park'.

Liability Release & Indemnification

In accepting these risks and conditions, and for the opportunity afforded me to live in an animal friendly building and utilizing animal friendly areas of the campus grounds, I hereby release and hold harmless East Central University, its faculty, staff, officers, trustees, representatives, chaperones, employees, volunteers, and agents from all manner of action and actions, cause and causes of action, suits, claims, or demands of an nature including personal injuries, damages, or property loss resulting from pets, service dogs in training, and living in an animal friendly building.