

The University of Rio Grande and Rio Grande Community College permits pets in Wellness Hall, a returning-student hall. Any student with an assigned room in Wellness Hall is eligible to apply to bring a pet to campus.

***A pet may be permitted to reside with their student-owner in the student-assigned on-campus Wellness Hall room if:***

- The student has registered with and has provided acceptable documentation (as required for application) to the Office of Student Life
- The student has paid the non-refundable \$200.00 annual pet registration fee. This must be paid in full at the time of application.
- The pet meets the established criteria for pets that are permitted in Wellness Hall
- The student-owner agrees to abide by and follow all standards related to having a pet as described in the “Procedures for Admitting Pets to Wellness Hall.”
- The pet is humanely lodged in an assigned on-campus residence hall without posing a threat to the health or safety of others; without having the potential to cause substantial physical damage to university property or the property of others; and, without requiring a fundamental alteration of the university’s residence life program.
- In no case will a pet be permitted in Wellness Hall without having a request processed through the Office of Student Life and the approval of the Dean of Students. Unapproved pets will be subject to immediate removal at the cost of the student-owner, a \$150.00 fine, and a revocation of any pet privileges for the academic year.
- In all cases, the student-owner of the pet is fully responsible for the animal’s behavior. The removal of a pet for a violation of standards, and any necessary cleaning, repairs and/or pest control will be at the expense of the student-owner who may also be subject to disciplinary action.
- Student-owners are responsible for any damage or injuries caused by their pet and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a pet are the sole responsibility of the student-owner at all times. The university strongly recommends that student-owners consult with their insurance carrier regarding potential liability and insurance to cover such risks.
- Non-compliance of any standard will be treated as an issue of concern and will be subject to the student conduct process.

## **Pet General Standards**

- The only pets permitted in Wellness Hall are canines under 40 pounds and felines.
- The student-owner’s pet must be at least one year old, have lived with the student for at least 10 months, be fully housebroken (no exceptions), and be spayed or neutered. Pets expecting offspring and those with offspring will not be permitted to reside in the student-owner’s on-campus residence. The acquisition of a dog or cat purchased, fostered, adopted, or strayed while a residential student at Rio is prohibited.

- Only one pet may occupy a housing assignment. If multiple students request to bring a pet, the first student who submits a completed application with all required documentation will be granted permission.
- The pet must be registered with the Office of Student Life and approved by the Dean of Students to be considered as a *Rio campus authorized pet*. A Rio-authorized pet will be issued an identification card by the Office of Student Life that the student-owner will be required to present if/when asked if the pet is registered and approved to be on campus. This will allow RAs, campus police, and any university personnel to know if an animal present on campus is a registered and approved pet. Pet ID cards from any entity other than Rio's Office of Student Life are not acceptable proof that an animal is an authorized pet. If the pet ID card is lost or damaged, the cost of replacement (\$5.00) is the responsibility of the student-owner.
- To register a pet, the student-owner is required to provide recent documentation of a veterinarian health check with species-recommended vaccinations, including Bordetella (canine) and Bordetellosis (feline), as well as worming and parasite control within the last twelve (12) months by a licensed veterinarian. A valid and current rabies certificate and number, as required by species, is also required while the pet is on campus. All required immunization and examination documents must be kept current and on file with the Office of Student Life. The student-owner is responsible for knowing when medical updates, such as vaccinations, are required and not allowing those to expire.
- Depending on species, proof of registration with the animal's local municipality is required, and all required animal licenses must be kept current and on file with the Office of Student Life (Ohio requires a county dog tag in all counties; some cities require additional registration). It is the responsibility of the student-owner to know when registrations for animal licenses are due and not allow those to expire. (In Ohio, dog tags must be renewed no later than January 31 of each year.)
- A pet must be of a size equitable to the space that is available in the assigned on-campus residence without compromising the space of others who reside in there. A pet must be adaptable to campus living and to being confined to the space of the on-campus residence assigned. A pet that cannot be humanely housed within the allotted space or who fails to adapt will not be permitted to remain in campus housing.
- Pets are only permitted in their student-owners on-campus residence. They are not allowed in other on-campus residences.
- Pets are not permitted in any university facilities other than the student-owners assigned on-campus residence, except when the student-owner takes the animal outside for natural relief.
- When a pet is transported outside the assigned on-campus residence, it must be in an animal carrier or controlled by a leash or harness, except when in the pet park. (Pets are never to roam freely or be left outside unattended by their student-owner).
- The student-owner is required to provide a collar with an identification tag and vet-issued rabies tag, which must be worn at all times, that includes the student-owners name and /or contact number. The student-owner must be in control of the pet at all times.
- The student-owner must ensure the pet does not disturb others, disrupt personal belongings of others, display behaviors or noises perceived as threatening or disruptive to others, or block an aisle or passageway for fire exit.
- To the extent possible, the pet should be unobtrusive to other individuals in the learning, living, and working environment. This means the pet must not disrupt or be a nuisance to others (e.g., barking continuously, growling, yowling, howling, crying, etc.)
- Any student-owner whose pet constitutes a threat (perceived or otherwise) or is a nuisance to staff, residents, or property as determined by the Dean of Students is subject to disciplinary action and may be removed from campus.
- Any pet involved in any incident in which a person experiences the threat of or an actual injury as a result of the pet's behavior is required to be removed from campus housing immediately. The student-owner is expected to take reasonable steps to protect the university community, university property and the property of others. All liability for the action(s) of the pet (bites, scratches, damages etc.) is the sole responsibility of the student-owner.
- Should the student-owner have roommates, the student-owner's roommates must sign an agreement stating they agree to be housed with the student-owner's pet.

- If a student-owner wishes to change pets, they must first notify the Office of Student Life and complete the registration process for the student-owner's new pet. This may entail registration of the pet, up-to-date veterinarian check, inoculations, and license/tags if required.
- If a student-owner no longer requires or desires to have a pet, the student-owner is required to notify the Office of Student Life and remove the pet from campus housing immediately.
- Should a pet die while in campus housing, the student-owner is required to contact the Office of Student Life immediately to report the pet's death. The student-owner is responsible for disposing of the pet's remains in a sanitary manner. Cats and dogs are not to be disposed of on campus property, in dumpsters, etc.

### Pet Care Standards

- A pet requires daily food, water, attention, and daily assessment of their general health, behavior and overall welfare. Student-owners are solely responsible for attending to the pet's daily needs.
- A pet is required to undergo routine maintenance including tick and flea prevention, worming and annual examinations by a licensed veterinarian in order to reside in campus housing.
- A pet must be crated, caged, or kenneled in the student room when left unattended. This is to ensure the safety of both the animal and Rio staff during room inspections or routine maintenance.
- A pet may not be left unattended overnight at any time. If the student-owner must be away the student-owner must take the pet with them or arrange for the pet to be cared for off campus. A pet is not permitted to be left on-campus in the care of another individual, this includes roommates, relatives and friends who reside on-campus.
- Should the pet escape, and/or if the pet cannot be located within two (2) hours, the student-owner must notify their RA, the Office of Student Life, and Campus Police.
- The student-owner is responsible for properly disposing of the pet's waste. Cleaning up after the pet is the sole responsibility of the student-owner. In the event that the student-owner is not physically able to clean up after the pet, it is the responsibility of the student-owner to hire someone capable of cleaning up after the pet. The person cleaning up after the pet must abide by the following guidelines:
  - If a pet goes outside for exercise or to relieve self, always carry sufficient equipment to clean up after the pet. Not being prepared will not be an acceptable reason for a pet's waste being left on campus grounds.
  - Pet accidents within on-campus residence rooms or halls must be promptly cleaned up using appropriate cleaning materials and disposed of properly. Contact housing staff if special arrangements are needed to assist with the cleanup. Any cost incurred for doing so is the sole responsibility of the student-owner.
  - Regular and routine cleaning of floors, kennels, cages, and litter boxes is required. Any pet odor emanating from the student-owner's room is unacceptable and grounds for removing the pet from campus housing.
  - Animal waste is considered an environmental pollutant and a human health hazard by the EPA, and will be treated as such.
  - No pet waste may be disposed of in any interior trash receptacles, sinks, toilets or drains. Disposal of waste in interior receptacles sinks, toilets, or drains may result in a cleaning fee, or, repair fee, if required.
  - All waste and/or litter must be properly bagged before being disposed of in dumpsters and exterior trash receptacles. Proper bagging means that the bag is sealed or tightly tied shut so that the waste/litter remains confined within the bag and does not spill out. Bags that leak waste and/or litter are not acceptable and use of these may result in a cleaning fee.
  - Any items being discarded that contain pet waste (urine, feces, etc.) must be disposed of in outside trash receptacles and must be properly bagged, as described above.
    1. *Failure to clean up after a pet accident or to properly dispose of waste as required by these Procedures and Standards may result in a cleaning fee of \$150.00 per incident.*

## Cleaning and Damages

- While the pet is in residence, the student-owner has an obligation to make sure that the living space is at the minimum as clean as the original standard. If the living space has carpet, this includes regular vacuuming and spot cleaning. Damages and any extraordinary cleaning required due to the pet are the responsibility of the student-owner. Replacement or repair of items due to damage caused by the pet will be the financial responsibility of the student-owner.
- Any parasitic infestation that develops in the pet's housing area, such as fleas, lice, mites etc. must be attended to properly by a professional extermination company. The university's maintenance department will schedule the extermination, which will be at the student-owner's expense. Student-owners are required to promptly notify the Office of Student Life to arrange for extermination when a problem is noted.
- When the student-owner moves out of their room or is no longer housing the pet, the room will be assessed by the Office of Student Life to determine all damages, including those that can be attributed to the pet.

## Student-Owner Pet Disciplinary Process

When an issue of concern arises with a pet, the issue of concern will be reviewed by the Dean of Students. The following disciplinary process will be used:

- If the issue is one that may be resolved, the student-owner will be given one (1) opportunity to resolve the issue by agreeing to a written action plan presented by the Dean of Students.
- The action plan will outline the steps that must be taken to alleviate the problem(s) and state a deadline for curing the behavior/ issue of concern. The action plan must be achievable within the time frame allowed and meet the approval of the Dean of Students, who will monitor the progress of the plan.
- If the student-owner fails to follow through, or violates the action plan, or if additional issues arise after one action plan has already been instituted, then the student-owner will be given a written notification from the Dean of Students stating that the pet must be removed within three (3) calendar days of the written notification.
- If the student-owner fails to remove the pet within the three (3) calendar days allotted, then animal control may be used to remove the pet from campus housing.
- If the student-owner does not agree or make any attempts to resolve the issue of concern, then the pet is subject to immediate removal, and animal control may be used to remove the pet from campus housing.

### *In addition to the above disciplinary process, be aware that:*

- If the issue involves a pet being deemed a danger, then the pet is subject to immediate removal, and animal control may be used to remove the pet from campus housing if the student-owner is unwilling.
- When a bite is involved, a determination will be made regarding why the pet bit, and if the pet poses a threat or danger. If a dog bite is involved, it will be reported to local authorities, in accordance with local law, etc.
- A pet may be subject to immediate removal if its health and/or well-being are compromised. This includes (but is not limited to) animals in poor health, animals that are seriously injured, animals that are ill, animals that are in distress, or animals that fail to adapt to campus living.
- The student-owner will be held responsible for any and all costs incurred in cases of forced removal.

The University of Rio Grande and Rio Grande Community College reserves the right to investigate the health and welfare of a pet on campus, at any time, should neglect or abuse be a concern, and if necessary, report those issues to the appropriate authorities.

## STUDENT AGREEMENT

By my signature, I confirm that I have read and fully understand the procedures for admitting pets to Wellness Hall, and I agree to abide by all the procedures, processes, and standards specified in this agreement, by the Office of Student Life.

I also acknowledge that the University of Rio Grande and Rio Grande Community College reserves the right to conduct dorm room inspections at any time, for the purpose of determining my compliance with all the procedures, processes and standards specified in this agreement, and that should issues arise disciplinary actions may result in the removal of my pet.

***In addition to signing this agreement I also understand that I must:***

- Register my pet with the Office of Student Life.
- Complete the required paperwork and have my housing request approved by the Dean of Students before bringing my pet on campus.
- Be responsible for any and all related costs in obtaining veterinarian clearance from a licensed veterinarian, and fulfill all other requirements stipulated in this agreement related to having my pet on campus and residing in my assigned campus dorm room.
- Complete this process each year if I intend to bring a pet to campus housing.
- Notify the Office of Student Life if I need/want to change my pet. I understand that when bringing a new pet to campus, I must complete the registration and approval process again, for the new pet, before I bring the new pet to campus.

I understand this is a binding agreement between myself and the Office of Student Life. Falsification of documents and failure to abide by all procedures, processes, and standards specified in this agreement could result in disciplinary action and/or the removal of my pet from campus.

Pet for which I am seeking approval from the Office of Student Life: \_\_\_\_\_

Type of Animal: \_\_\_\_\_

If canine, what breed? \_\_\_\_\_

Academic school year (Fall through Spring) for which this agreement is valid, write in the year.

Fall \_\_\_\_\_ Spring \_\_\_\_\_

Print Name: \_\_\_\_\_

Rio Student ID: \_\_\_\_\_

Student Signature \_\_\_\_\_ & Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ & Date \_\_\_\_\_

*(if under 18 years of age)*

**PET REGISTRATION FORM**

All pets residing in Wellness Hall must be registered with the Office of Student Life. To be registered, all pets must present up-to-date documentation/paperwork from a licensed veterinarian. The Office of Student Life does not accept documentation of well checks, vaccinations, parasite control, or ownership history by individuals or entities that are not currently licensed veterinarians – such as breeders, animal shelters, student-owners, etc.

Veterinarian documentation must be submitted with this form. The veterinarian documentation must show the date of the pet’s latest veterinarian check-up, dates of when applicable vaccinations were given, and the dates of parasite control treatment/method, and certification that the pet has lived in the student-owner’s home for at least 10 months. It must also contain the name of the licensed veterinarian, the name/locations of the clinic where the pet received these services, the name and/or description of the pet, and the name of the individual the animal is registered under at that clinic. (A copy of the receipt of services containing all this information is sufficient.)

For a pet to remain eligible to reside in campus housing, veterinarian requirements must always be kept current. This means all annual well checks, vaccinations, and/or parasite control method(s) must be kept current and not become missed, or overdue while the pet is in residence.

If canine, proof of current dog license/registration within the state, county, or area of residence is also required, or the animal must hold a current license/be registered in Gallia County (see Gallia County Auditors website for more information).

In order to complete registration, the student-owner must provide the Office of Student Life with the following: Residence hall and room number, name and breed of pet, four (4) acceptable head with body shot photos with a plain background, preferably laying down or standing with head turned toward the camera. No close ups, no backgrounds with various prints of the same color(s) of the pet.

Pet Registration is required for each academic year (Fall-Summer). If a new pet is needed to replace the current pet, the student-owner is required to complete the pet registration process, for the new pet, prior to bringing the new pet to campus.

Pet Name \_\_\_\_\_

Animal Type/Breed \_\_\_\_\_ Color/Markings \_\_\_\_\_

Age \_\_\_\_\_ Weight \_\_\_\_\_ Veterinarian Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of Recent VET Check \_\_\_\_\_ Date of Last Rabies Vaccine \_\_\_\_\_ (Doc. Required)

Ohio requires all dogs to be licensed. License Number/County of License \_\_\_\_\_

***I have read and agree to abide by the pet police, outline in the document “Admitting Pets to Wellness.”***

Student-Owner Name \_\_\_\_\_ Rio Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parental Signature \_\_\_\_\_ Date \_\_\_\_\_

*(If under 18 years of age)*

**Pet Emergency Contact**

Emergency Contact for Pet (Other than Student-Owner) \_\_\_\_\_

Relationship to Student-Owner \_\_\_\_\_

Phone \_\_\_\_\_

**PET ROOMMATE AGREEMENT**

I, \_\_\_\_\_ (Print Name) \_\_\_\_\_ ,

acknowledge that my roommate \_\_\_\_\_

(Print Name) \_\_\_\_\_ has the named pet, registered with the Office of Student Life, residing in our assigned campus residential living quarters. I agree/consent, as the roommate, to reside in the same assigned campus residential living quarters with the pet student-owner and their pet.

I agree that the University of Rio Grande and Rio Grande Community College are not liable for any risks and/or hazards regarding my occupation of the same assigned campus residential living quarters as my roommate’s approved pet and agree to abide by the guide “Admitting Pets to Wellness Hall.”

Roommate Signature \_\_\_\_\_ & Date \_\_\_\_\_

Parental Signature \_\_\_\_\_ & Date \_\_\_\_\_

*(if under 18 years of age)*