



HOUSING AND RESIDENTIAL LIFE

Pet Friendly Communities Policy

Update: January 2020

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Introduction

Oklahoma State University Housing and Residential Life (HRL) recognize the important role pets play in our resident's lives, including their positive impact on our residents' physical, mental, and social health. Beginning Academic Year 2020-2021, HRL has opted to make both Kamm Hall and Prosser Neighborhood, Pet Friendly Communities. Part of HRL's mission is to provide safe residential communities. The following policy includes information regarding pet ownership on campus, which is supportive of the safe communities that HRL provides.

Pets that may be approved:

- Fish, small crustaceans, mollusks, water turtles, and small amphibians, all living under water and in aquariums no larger than 10 gallons in size. *Note: The following policy does not pertain to these animals. Instead, please see the Community Standards Handbook for additional information regarding these types of pets.*
- Feline/domestic cat
- Canine/dog

The maximum number of HRL approved pets per unit is limited to one cat or dog. Should multiple residents in the unit request a pet, the primary account holder or first resident to sign-up for housing will be granted their pet. If the first resident declines, the second resident to be approved for housing will next to bring their pet, etc.

HRL, 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.

Applying for the Pet Friendly Community

All students must apply for the Pet Friendly Community annually. This privilege is only afforded to students who have lived two or more semesters on campus. No pet should be brought to campus without first receiving approval via email from HRL. Pet Friendly Housing, like all requested assignments, is not guaranteed; limitations exist on a campus even as we continually grow to accommodate the increasing desire for such housing.

Residents who fail to complete the application process for their pet but still bring their pet on campus will be subject to the following actions:

- Pet must be immediately removed from campus by the resident
 - Failure to adhere to this will result in disciplinary actions
- Resident will face an immediate minimum fine of \$500
- Resident will go through the student conduct education process
 - HRL may assess additional charges as needed to restore the unit to a livable state

If a deadline is missed, the owner must make an appointment with the HRL in order to be considered for an extension. If an owner is fined for bringing a pet prior to approval and receives an extension, the owner will still be responsible for the non-refundable academic year fee in addition to the fine.

A complete application for the Pet Friendly Community will include the following:

- Housing contract for either Kamm Hall or Prosser Neighborhood
- Housing and Residential Life Pet Friendly Community Form – **Appendix A**
- Clear, full body photo of the pet

- Copy of pet insurance policy (strongly encouraged)
- Non-refundable \$320 per academic year fee
 - This fee is charged through the owner's Bursar account.
- Record of pet age
 - Any pet living in our Pet Friendly Community must be at least 1-year-old by August 1 of the academic year in which the owner is applying.
- Record of Pet Core Vaccinations
 - Dogs:
 - Rabies
 - Distemper
 - Bordetella
 - Flea Prevention/Maintenance
 - Heartworm Prevention
 - Spay or Neuter Certificate
 - Cats:
 - Rabies
 - Distemper
 - Flea Prevention/Maintenance
 - Feline Leukemia, if recommended by vet
 - Spayed or Neutered Certificate

Send updated scanned copies of the above documents email them to Reslife@okstate.edu with the subject "Pet Friendly Housing, YOUR LAST NAME" (ex. Pet Friendly Housing, Wilson). Students may also drop off copies of the documents to 100 Iba Hall.

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

Room Change/Leaving Housing

Room Changes – Should a resident wish to change rooms outside of the Pet Friendly Community, their application to have a pet in housing will be voided and the pet will be required to leave campus prior to the resident moving to their new space. Residents wishing to keep their pet on campus will only be able to reside in Pet Friendly Communities.

Emergency Relocations – On rare occasions, a facility or other emergency may make a room inhabitable for a resident and/or pet; for example, a pipe breaking. In these cases, the resident and pet will be transferred to another pet friendly space until the emergency is cleared up. There will be no transfer fee for the resident in these cases.

Early Move Out/Contract Cancellation – Students who are relocated to a non-pet approved residence hall will be required to remove their pet from campus. Students are responsible for the damage or cleaning that results from themselves or their pets. All fees for damages and cleaning will appear on the student's Bursar and will be billed according to the damage and cleaning needed.

Owner Expectations

Before Arrival to Campus

- All dogs and cats must be housebroken.
- Upon residing in the Pet Friendly Community, resident agrees to review and abide by all policies and procedures outlined in this agreement, as well as those terms noted in the Housing and Residential Life Pet Friendly Community Form – **Appendix A**
- All owners must have all required registration paperwork on file prior to bringing the pet to campus.

While on Campus

- Regardless of the circumstances, the pet owner is always ultimately responsible for the actions of the pet.
- All owners must display their approved pet placard in a visible location on the exterior entrance to their living unit.
- All owners must use a leash when taking the pet outside.
- All pets must reside with their owners and may not be taken to visit friends or residents of other rooms.
- All owners are responsible for keeping up to date registration records on file with HRL.
- All pet owners and their roommates must complete a Pet Friendly roommate agreement; facilitated by their specific Student Staff Leader.
- Owners must keep their dogs properly crated while they are away from the room. Should the owner leave the residence, it is their responsibility to crate the dog, regardless of other roommates that may stay in the residence.
- Felines do not need to be crated at this time; however, should the owner leave the residence, the feline must be restricted to the owner's room when gone.
- Housing and Residence Life is not responsible for circumstances in which pets are not properly crated. This includes but is not limited to: pet fleeing the room, damage to property, injuries to staff or pet, or delay in responding to maintenance concerns and actions of emergency personnel.
- Owners must clean up after their pets in all indoor and outdoor spaces and dispose of feces properly and immediately.
- No pet may become a disruption to the members of the HRL community. A disruption is defined as, but not limited to: excessive noise, physical harm to humans or other pets, destruction of property, and acts otherwise deemed by HRL. Pets attacking other pets or humans will not be tolerated. Disruption will be addressed through the conduct process and the pet in question may need to be removed from campus by the owner until an outcome is rendered.
- Should a student be unavailable to care for their pets, HRL will contact their listed emergency contact to provide care. Should this person be uninterested or unreachable, HRL may release the pet to a shelter.
- Pets should not be left unattended for more than (6) six hours for a dog or (10) hours for a cat. This includes weekends, out of town trips for a class, and academic breaks in which the owner will be away from campus (Fall Break, Thanksgiving, Winter Break, Spring Break, etc.). During these extended periods the pet owner must remove the pet from campus.
- All pets are only allowed inside the residence of the approved owner. Approved pets are prohibited to be in or visit other residences/buildings on campus unless otherwise authorized by HRL.
- In addition to regular Health and Safety inspections, pet owners will be subject to random pet wellness inspections throughout the year. These are used to ensure that the pet owner is

maintaining healthy and appropriate pet care. Failure to maintain upkeep of a pet or living space may result in removal of pet from campus and/or the assessment of room cleaning charges.

Pet Owner Violations

A pet owner, in most cases, will be issued a verbal warning for a first-time violation, which will result in probation. Further violations will result in the pet being removed from campus. Written notification of pet probation will be issued for the following, but not limited to:

- If a student brings a pet without completing a pet application and receiving approval.
- If an owner or pet is not in compliance with the policies and guidelines set by HRL.

Immediate Removal

If HRL is notified of any mistreatment or negligence of a pet, or the conditions of the student's specific probation are broken, HRL will investigate the situation and act appropriately. If the pet owner is found responsible, the owner will be notified, and will have 48 hours to remove the pet from campus. If after 48 hours, the pet is still residing on campus, a \$200 fine will be issued to the student and HRL reserves the right to remove the pet by other means as deemed necessary.

Abandonment, neglect, or mistreatment of any pet by any member of Oklahoma State University will not be tolerated. No warnings will be issued. If there is abuse, it will result in either the pet 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 HRL. Owner negligence or mistreatment of a pet will not be tolerated.

Pet Waste

It is the owner's responsibility to clean up after their pet inside and outside. Owners must exercise proper care and control of their pet which means cleaning up their pet's waste material and disposing of it properly. Students must keep and have pet waste or plastic bags with them to dispose of waste in any outside dumpster or pet waste station. It is an expectation that pets that utilize outdoor methods for the bathroom, do not urinate on any electrical boxes or HVAC equipment and must utilize a grassy area (no flower beds, mulched landscapes, sidewalks, or breezeway areas).

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 pet.

Cage/Crate, Room & Pet Maintenance

Pet owners must perform regular room and crate cleaning in addition to grooming the pet to prevent odor, if applicable. If a room smells due to a pet, the occupant will be asked by HRL staff to clean the room. Students should expect to clean their room more often than other residential spaces. Students should acknowledge that a pet in a residential space will create more of a mess/scent than it would within a house. HRL recommends using pet cleaners which may be purchased from local pet stores. Pet checks will be conducted randomly in order to ensure proper care of pets.

Frequently Asked Questions

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

Without additional approval, residents may have fish, small crustaceans, mollusks, water turtles, and small amphibians, all living under water and in aquariums no larger than 10 gallons in size.

Domestic cats or domestic dogs must be approved by Oklahoma State University Housing and Residential Life.

What buildings are Pet Friendly?

Currently, only Kamm Hall and the Prosser community buildings 16, 17, 22, 23, and 28 are pet friendly.

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

There is no weight limit or breed discrimination.

How old must my pet be to live on campus?

Any pet living in our Pet Friendly Community must be house broken and at least 1-year-old by August 1 of the academic year in which the owner is applying.

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

It is expected that pet 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 a pet visit?

Only pets that have been approved by HRL for each specific residence may enter the housing facilities. Approved pets may not visit residences of other residents. Visiting pets are prohibited.

How many pets can I have?

Each residence may be approved for a maximum of one pet, per HRL policy.

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

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 pet. If a student decides to be away from the room for an extended period, it is expected for the student to board the pet or take the pet with them. Students are not permitted to provide another student access to their residence in their absence, nor are pets

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

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

No; the resident pays a non-refundable \$320 per academic year fee when applying to have a pet. This fee is not refunded in any circumstance, including a resident leaving or being asked to leave Pet Friendly housing. Additional fees may be levied, based on damages to the unit.

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

Facilities Maintenance sprays the breezeways and exterior doorways of apartments periodically throughout the year; as well as the interior of apartments as it is requested by residents. The spray that is used is not harmful to pets after it has dried; however, it is recommended that your pet is crated or vacant from the residence when an interior treatment is set to occur. Facilities Management will not treat a room if there is an uncrated pet.

Why do I need to crate my pet?

Crating ensures that pets won't do damage to rooms while the owner is unable to supervise their pets. A pet being crated allows for facilities workers, emergency personnel, and University officials to enter rooms without the pet delaying their work. If a pet does not respond well to crating perhaps you may want to reconsider bringing the pet to campus.

At this time, cats do not need to be crated, but do need to be kept in the owner's room while they are away. When any facilities, emergency personnel, University officials need to enter a space where a pet is not properly crated, they are not responsible for something that may happen with a pet (e.g. get out of room, run away, etc.).

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

Yes; pets must be on a leash while on campus and outside of the residence.

What do I do if my pet has fleas?

Owners are expected to maintain flea prevention year around. If a pet is found to have fleas, it is expected for the owner to notify HRL through Reslife@okstate.edu. The owner is expected to utilize appropriate pet treatment for the pet.

If treatment of the residence becomes necessary, HRL will make arrangements for the residence to be treated by our contracted pest control provider. The pet owner will be responsible for the treatment costs, resulting in a charge to the student's Bursar account. Students who do not address a flea problem immediately may risk the loss of pet privileges on campus and/or non-compliance fines through the student conduct education process.

How do I report a pet complaint?

Any community member may file a complaint with HRL. The complaint may address any form of misconduct or rule violation on the part of the pet or owner. Pet complaints should be discussed with a HRL staff member who will then escalate the complaint. You may be asked to file the complaint in writing. Please note that unless a complaint is turned in, no action can be taken.

**APPENDIX A – AGREEMENT, RISK ACKNOWLEDGEMENT, AND LIABILITY WAIVER
OKLAHOMA STATE UNIVERSITY – HOUSING AND RESIDENTIAL LIFE PET FRIENDLY COMMUNITY**

Resident Information

Name	Banner ID	Residential Hall Address
Type of Pet	Breed of Pet	Name of Pet
Emergency Contingency Location	Emergency Contact Phone	

Additional Requirements – HRL official will initial when received

- Housing contract for either Kamm Hall or Prosser Neighborhood
- Housing and Residential Life Pet Friendly Community Form – **Appendix A**
- Clear, full body photo of the pet
- Copy of pet insurance policy (strongly encouraged)
- Non-refundable \$320 per academic year fee
- Record of pet age
- Spayed or Neutered Certificate
- Record of Pet Core Vaccinations

<u>Expiration Date</u>	<u>Dog</u>	<u>Cat</u>
	Rabies	Rabies
	Distemper	Distemper
	Bordetella	Flea Prevention
	Flea Prevention	Feline Leukemia, if recommended by vet
	Heartworm Prevention	Spay or Neuter Certificate
	Spay or Neuter Certificate	

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 Oklahoma State University Housing and Residential Life Pet Friendly Community Manual. I agree to make myself aware of and practice appropriate pet care and understand the penalties for not following proper procedures and policy. I understand it is my responsibility to provide a complete application for the Pet Friendly Community, as stated in the Pet Friendly Community Manual.

Risk Acknowledgement

I acknowledge that this building, in which I voluntarily desire to reside in, is an pet friendly building that will include dogs and cats 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 pets that, despite policy and efforts of university staff, could involve occasional disturbances or incompatibility between pets, such as but not limited to: noise, odor, respiratory issues, infestation of fleas or ticks, pet-

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related infections, etc. as well as the possibility of injury to me or my own pet, and/or damages to my personal property.

I acknowledge that said risks extend to the campus grounds where my pet will be while leashed. I acknowledge that all students are encouraged to have health insurance while attending the University. I understand that should I become injured by my pet or the pet of another student, or should my pet 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 pet while living in a University residence. As a pet owner in a campus residential building, I accept full responsibility and liability for any damages or injuries that I or my pet may cause to any persons or property while residing in this pet friendly building and while utilizing the campus grounds.

Liability Release & Indemnification

In accepting these risks and conditions, and for the opportunity afforded me to live in an pet friendly building and utilizing pet friendly areas of the campus grounds, I hereby release and hold harmless Oklahoma State University, Housing and Residential Life, and 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 pet friendly building.

Signatures

Resident

ADDITIONAL INFO – CURRENT OKSTATE ESA GUIDELINES:

**EMOTIONAL SUPPORT PET/ASSISTANCE PET AGREEMENT FOR
UNIVERSITY HOUSING AT OKLAHOMA STATE UNIVERSITY**

<https://residentiallife.okstate.edu/sites/default/files/downloads/osu-emotional-support-and-assistance-pet-agreement-2019-03-05.pdf>