

OSU Housing and Residential Life Pet Policy and Agreement

Introduction

Oklahoma State University Housing and Residential Life (“OSU,” “University,” or “HRL”) recognizes the key role pets play in our residents’ lives, including their positive impact on our residents’ physical, mental, and social health. HRL has designated Kamm Hall and Prosser Neighborhood as pet-friendly communities. The following policy includes information regarding pet ownership on campus, which is supportive of the safe residential communities HRL provides as part of its mission.

Pets that may be approved:

- Feline/domestic cat
- Canine/dog
- Other types of animals are considered on a case-by-case basis

The maximum number of pets approved is one (1) per unit. All residents within the unit must agree to having an animal within the unit. Should multiple residents request to house a pet, the first resident in Undergraduate Housing approved for housing will have their request granted (or the Primary Resident for Family and Graduate Housing). If the first resident is declined, the second resident to be approved for housing will be next to have their request granted, etc. HRL reserves the right to limit the number of approved animals or combination of approved animals within a specific unit.

Please note that Pet approvals are for a maximum of one (1) academic year, (beginning with the Summer semester and progressing through the Fall and Spring semesters) and will require renewal of paperwork annually. To ensure the safety of the community, HRL, at its sole discretion, except as required by law, retains the right to deny any request for a pet to reside on campus.

Procedures for Requesting a Pet in the Pet Friendly Housing

All students must apply for the Pet Friendly Community annually. 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 as OSU continues to expand its ability to accommodate the increasing desire for such housing.

Residents who bring pets to campus without having received approval will be subject to the following actions:

- The pet must immediately be removed from campus and failure to do so may subject the resident to disciplinary actions;
- The resident will face an immediate \$500 fine and may be subject to additional charges should HRL determine cleaning and/or repairs are necessary to return the unit to a livable state.

University housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the necessity that individuals share a room or suite in certain residence halls. To ensure the presence of a pet is an equitable situation for all students living in university housing, OSU reserves the right to assign or reassign an individual seeking to house a pet in university housing.

OSU may consider the following factors, among others, in determining whether the presence of the pet is reasonable or in making housing assignments for individuals with pets:

- Whether the size of the available space will accommodate the specific animal;
- Whether the animal's presence would cause an unfair situation for another resident (i.e., serious allergies/asthma, disruptive of other students' right to peace and quiet);
- Whether the animal is disruptive while handler does nothing to correct behavior;
- If animal is not housebroken or is unable to live with others in a reasonable manner;
 - Dogs must be trained to only urinate or defecate outside the home.
 - Cats must be trained only to urinate or defecate in an acceptable area of the home, e.g., litter boxes.
- Whether the animal's vaccinations are up to date;
- Whether the animal poses or has posed past harm to the individual or others such as aggressive behavior towards or injuring the individual or others;
- Whether the animal causes or has caused excessive damage to university housing beyond reasonable wear and tear; and/or
- If the animal imposes an undue financial and/or administrative burden; (i.e., size/weight of the animal vs. adequate/safe living arrangements for students).

Students with medical condition(s) affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact HRL if they have a health or safety related concern about exposure to a pet.

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

- A complete housing registration, signed housing lease agreement, and an assignment for either Kamm Hall or Prosser Neighborhood;
- A complete and signed Housing and Residential Life Pet Policy and Agreement;
- Roommate approval for the animal to be within the shared spaces.
 - This approval will be requested by the Iba Office to the resident's roommate(s).
- A photograph of both the animal and the owner responsible for the animal together;
- Non-refundable \$450 per academic year fee, which shall be charged to the owner's Bursar account;
 - This fee covers necessary cleaning, and residents may receive additional charges, if the damage and/or required cleaning exceeds the fee.
- Record of pet core vaccinations;
 - Dogs:
 - Rabies
 - Distemper
 - Bordetella
 - Adenovirous Type 2
 - Canine Parainfluenza

- Parvovirus
 - Flea Prevention/Maintenance
 - Heartworm Prevention
- Cats:
 - Rabies
 - Distemper
 - Calicivirus
 - Panleukopenia
 - Rhinotracheitis
 - Flea Prevention/Maintenance
 - Feline Leukemia
- Other types of animals must have a Certificate of Health from a veterinarian
- Spay or neuter certificate; and
- Records of the pet's age, as pets living in our Pet Friendly Community must be at least six (6) months old.

The process for requesting to keep a pet in university housing is outlined below:

Send documentation and agreement to reslife@okstate.edu or bring paperwork to the Housing and Residential Life office located at 100 Iba Hall. If sending documentation via email, include "Pet Friendly Housing Agreement" in the subject line and include your first and last name and student ID number in the body of your email. If these guidelines are not followed, your request may take additional time to review. HRL strongly recommends submitting paperwork as soon as the student is able as the review process can take up to thirty (30) days.

Room Change/Leaving Housing

Emergency Relocations – On rare occasions, a maintenance or other emergency may make a room inhabitable for a resident and/or pet. In these cases, the resident and pet will be transferred to another pet friendly space as available until the emergency is resolved. There will be no transfer fee for the residents in these cases. If the animal is responsible for any room damage, fees will be assessed to repair the damage.

Move-Out from Pet Friendly Housing/Lease Agreement Cancellation – Students who are relocated or transfer to a non-pet approved residence hall will be required to remove their pet from campus. Students are responsible for any repairs and/or cleaning necessary to address damage and/or conditions created by either themselves or their pets. All fees for repairs and cleaning will appear on the students' Bursar and will be billed according to the damage and cleaning needed.

Owner's Responsibilities for Pets

While on campus

- Regardless of the circumstances, the pet owner is always responsible for the actions of the pet.
 - If the owner is a minor or secondary in Family and Graduate Housing is not affiliated with the University, the primary resident for the apartment will be responsible for the actions of and fees resulting from the pet.
- All pet owners must use a leash, carrier, or harness when taking their pet outside.
- All pets must reside with their owners and should not be taken to visit friends or residents of other rooms or buildings. This includes storm shelters on campus. Students should have a backup plan in place for their pets during storm season.
- All pet owners are responsible for renewing their pet's paperwork annually with updated health records.
- All pet owners and their roommates must complete a roommate agreement; facilitated by their specific hall staff.
- Pet owners must keep animals properly crated while they are away from the residence. Should the owner leave the residence, it is their responsibility to cage the animal, regardless of other roommates that may remain in the residence.
- Cats are not required to be crated, however, should the pet owner leave the residence, the cat must be restricted to the owner's room until the owner returns.
- HRL is not responsible for circumstances resulting from owners failing to properly cage their pets. This includes but is not limited to: pets fleeing the room, damage to property, injuries to staff or pets, or delay in responding to maintenance concerns and actions of emergency personnel.
- Pet owners must clean up after their pets in all indoor and outdoor spaces and dispose of waste material properly and immediately. A map of animal waste bags stations can be found on the general campus map or on the Service dogs, Emotional Support Animals, Pets Webpage.
- Pet owners must ensure their animal is well cared for. Any evidence of mistreatment or abuse may result in immediate removal of the animal and/or discipline for the individual.
- Should a resident be unavailable to care for their pet, HRL will contact their listed emergency contact to provide care. Should this person be uninterested or unreachable, HRL may release the animal 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 during which the owner will be away from campus (Fall Break, Thanksgiving, Winter Break, Spring Break, etc.). Pet owners must remove pets from campus during these extended breaks and may not leave their animal to be taken care of by a friend, roommate or suitemate.
- Pet owners must notify HRL in writing if the pet is no longer housed in the residence. To replace or change a pet, the owner must follow the procedures in this Agreement when requesting a different animal.
- In addition to regular Health and Safety inspections, pet owners will be subject to random animal wellness inspections throughout the year. These are used to ensure that the pet owner is maintaining healthy and appropriate animal care. Failure to maintain upkeep of

a pet or living space may result in removal of the pet from campus and/or the assessment of room cleaning charges.

Animal Waste

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

Litter boxes must be cleaned regularly and maintained to ensure reduced odors. Owners are required to dispose of old litter in a sealed bag, pet waste 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. Owners are responsible for disposing of all disposable cage or crate bedding in the exterior dumpsters. It is the owner's responsibility to provide the appropriate upkeep for their pet.

Pet and Owner Violations after Approval

Residents, in most cases, are given two (2) verbal warnings from their hall staff, with a follow-up via email documenting the verbal warnings. If the behavior continues, the resident will receive a final written warning. If the resident continues to violate HRL animal policies, they will meet with the Residential Community Educator, and the outcome will be determined on a case-by-case basis. Written notification of warnings will be issued for the following, but not limited to:

- If an owner or pet does not comply with the policies and guidelines set by HRL; and/or
- If the pet causes excessive damage to the space (the owner will also incur fees assessed by OSU Facilities Management to repair any such damage). Some reasons include but are not limited to: replacement of flooring due to odor or stains, unrepairable damage to furniture, or need to replace university property or fixtures.

Immediate Removal of the Pet after Approval

If HRL is notified of any mistreatment, negligent care, or aggressive behavior of a pet, HRL will investigate the situation and act appropriately. If the pet owner is found responsible, the owner will be notified and will have twenty-four (24) hours to remove the pet from campus. If after this timeframe the pet is still residing on campus, a daily (\$25) fine will be issued to the student, and HRL reserves the right to remove the pet by other means as deemed necessary. No warnings will be issued in the event of animal abuse, a pet may be removed from the care and custody of the owner and/or other measures may be taken to prevent contact with the person responsible for the abuse at the owner's expense. These actions will be subject to the discretion of HRL. The pet

owner may not appeal against the removal of the animal but can appeal the decision to remove their eligibility to have a pet through the Vice President of Student Affairs.

Should the pet be removed from the premises, the owner is expected to fulfill their housing obligations for the remainder of the housing lease agreement.

Animal Renewal Process

Residents seeking to bring their pet back to campus are required to submit a Housing Registration for the upcoming academic year, OSU Housing and Residential Life Pet Policy and Agreement, and updated health documentation. The student must also be assigned to Pet Friendly Housing for the following academic year. Students are encouraged to begin submitting documentation during the previous academic year. HRL will begin reviewing documentation as it is received and will begin notifying students if they are approved to bring their animal back to campus after Spring move-out.

Agreement, Risk Acknowledgement and Liability Waiver Form

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 Lease Agreement and the Oklahoma State University Housing and Residential Life Pet Friendly Policy and Agreement. 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 Pet Friendly Housing, as stated in the Pet Friendly Policy and Agreement. I agree and understand that I will not bring the animal to campus prior to my approval from Housing and Residential Life. I understand, if the animal appears in residential halls prior to OSU Housing and Residential Life approval, I will be subject to an immediate fine, I must remove the animal immediately and will not petition the amount charged.

Risk Acknowledgement and Assumption of Liability

I acknowledge that this building, in which I voluntarily desire to reside in, is a pet friendly building that will include dogs and cats owned and under the care of 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 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 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.

I understand that it is recommended by the University that I obtain pet liability insurance, or if applicable, check my renter's insurance policy to see if this is included for my pet while living in a university residence hall. As a pet owner in a campus residential building, I accept full responsibility and liability for any damage or injuries that I or my pet may cause to any persons or property while residing in this pet-friendly building and while using the campus grounds.

Liability Release & Indemnification

In accepting these risks and conditions, and for the opportunity afforded me to live in a pet friendly building and utilizing pet friendly areas of the campus grounds, I hereby release and hold harmless the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, 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 a nature including personal injuries, damages, or property loss resulting from pets and living in a pet friendly building.

Signature of Resident _____

Pet Information Form for Housing at Oklahoma State University

This form must be submitted prior to the animal occupying the assigned space.

Resident Name _____

Animal Type _____

Animal's Breed _____

Animal's Name _____

Record of Core Vaccinations _____

(Record must be attached, core vaccinations listed in agreement)

Spay or Neutered Date _____

(Record must be attached)

Certificate of Health (within the last year) Date _____

(Record must be attached)

Emergency Contingency Address _____

Emergency Contact Phone Number _____

Submit a photograph of both the owner and animal together with your records.

I acknowledge having read the Pet Policy and agree to abide by its terms and conditions.

Signature

Date

CWID

Resident's Phone Number

Building and Room/Apartment # in either Kamm or Processer Neighborhood

Signature of OSU Housing Designee

Date