

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 opted to make both Kamm Hall and Prosser Neighborhood, 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:

- Fish, small crustaceans, mollusks, water turtles, and small amphibians, all living under water and in aquariums no larger than ten (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
- Other types of animals considered on a case-by-case basis

HRL will approve only one (1) pet per unit. Should multiple residents request to house a pet, the first resident in Single Student 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.

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 Community

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 on a campus even 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 minimum fine of \$500 and may be subject to additional charges should HRL determine cleaning and/or repairs are necessary to return the unit to a livable state; and
- The resident must participate in and complete the student conduct education process.

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

- Housing lease agreement for either Kamm Hall or Prosser Neighborhood;

- Housing and Residential Life Pet Friendly Agreement Form;
- A clear photograph of both the animal and the owner responsible for the animal;
- Copy of pet insurance policy (strongly encouraged, but not required);
- Non-refundable \$360 per academic year fee, which shall be charged to the owner's Bursar account;
- Record of the pet's age, as pets living in our Pet Friendly Community must be at least six (6) months old;
- Spay or Neuter Certificate; and
- Record of Pet Core Vaccinations
 - Dogs:
 - Rabies
 - Distemper
 - Bordetella
 - Flea Prevention/Maintenance
 - Heartworm Prevention
 - Cats:
 - Rabies
 - Distemper
 - Flea Prevention/Maintenance
 - Feline Leukemia, if recommended by vet
 - Other types of animals must have a Certificate of Health from a veterinarian

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, **otherwise request may take additional time to review.**

Upon completion and submission of the requested documents, students will receive an approval or denial email from HRL before 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 (1) 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 into 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 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 until the emergency is resolved. There will be no transfer fee for the resident in these cases. If the animal is responsible for any room damage, fees will be assessed to repair the damage.

Early Move Out/Lease Agreement 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 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 student's Bursar and will be billed according to the damage and cleaning needed.

Owner's Responsibilities for Pets

Before Arrival to Campus

- All animals must be housebroken.
 - Dogs must be trained to only urinate or defecate outside the home.
 - Cats must be trained to only urinate or defecate in an acceptable area of the home, e.g., litter boxes.
- 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.
- All pet owners must have properly completed all required paperwork, turned it into the HRL Iba Hall office, and received approval 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.
 - If in the case of Family and Graduate Student Housing the owner is a minor or secondary 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 may not be taken to visit friends or residents of other rooms or buildings.
- 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 Pet Friendly roommate agreement; facilitated by their specific Student Staff Leader.
- Pet owners must keep dogs properly crated while they are away from the residence. Should the owner leave the residence, it is their responsibility to crate the dog, regardless of other roommates that may remain in the residence.
- Cats are not required to be crated at this time; 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 crate 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.
- 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 other acts deemed by HRL to be disruptive. Pets attacking other pets or humans will not be tolerated. Disruption will be addressed through the conduct process and the pet owner may be required to remove their pet from campus until an outcome is rendered.

- Should a student 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 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 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.
- 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. This includes storm shelters on campus. Students should have a backup plan in place for their pets during storm season.
- 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.

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 to a residence hall without completing a pet agreement, submitting documentation, and/or receiving approval;
- If an owner or pet does not comply with the policies and guidelines set by HRL; and
- 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).

Immediate Removal of the Pet

If HRL is notified of any mistreatment or negligent care 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 forty-eight (48) hours to remove the pet from campus. If after this timeframe 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. The pet owner may not appeal against this decision once the animal is removed.

Abandonment, neglect, abuse, or mistreatment of any pet by any member of Oklahoma State University will not be tolerated and could result in criminal charges. 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.

Animal Waste

It is the pet owner's responsibility to clean up after their pet, both inside and outside. Owners must exercise proper care and control of their pet at all times, which includes cleaning up their pets' 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 fines and 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).

Litterboxes 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.

Cage/Crate, Room & Animal 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 pet odor, the owner will be asked by HRL staff to clean the room. Owners should acknowledge that a pet in a residential space will likely create more of a mess/scent than it would within a larger living space, such as a house. Therefore, students should expect to clean their room more often than might be required in other residential spaces. HRL recommends using pet cleaners which may be purchased from local pet stores. Pet checks will be conducted randomly to ensure proper care of pets.

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 the Pet Friendly Community, as stated in the Pet Friendly Community Manual. 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

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.

Assumption of Liability

I understand that it is recommended by the University that I obtain pet liability insurance, or if applicable, check my homeowner's 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 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 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 Date

(Record must be attached)

Emergency Contingency Location

Emergency Contact Phone

Submit a photograph with both the owner and animal 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