



### **Residential Student Pet Request & Agreement**

Pet requests will be entertained for residents who live on the 1<sup>st</sup> floor of 1218 N Jefferson. If a student chooses to switch housing assignments out of this location mid-year, the student will not be able to take the animal with them.

Fish are allowed in a 10-gallon tank anywhere in campus housing without a Pet Request & Agreement or fee.

#### **Please attach the following items to this application:**

- 1)** An essay addressing the considerations for your pet (see below),
- 2)** For dogs/cats, proof of ownership for minimum of 4 months before move-in,
- 3)** For dogs/cats, veterinary documentation of spay/neuter procedure, required vaccinations, required tests, parasite prevention, front declaw/caps for cats.

#### **Essay considerations:**

Students should consider their academic, co-curricular and social commitments to establish how much time and energy is available for animal care/exercise. Consider the animal's temperament--will the animal be quiet and well-mannered? Will the animal be happy in a small space with no yard in which to roam free? Will the animal thrive alone in a cage or tank?

Students should be prepared for the financial costs of ownership--food, medications, supplies, training, grooming, veterinary & emergency care, and off-campus boarding in the event the student must leave town overnight. Do you have adequate funds budgeted? Do you have reliable transportation to take the animal for grooming and vet care?

Could this animal cause physical harm to people or other animals (bites, scratches, allergic reactions, etc.)? If this animal is capable of causing harm, even unintentionally, do you have a minimum \$500,000 liability insurance policy, and can you afford to add Drury as an additional insured?

If the animal does not get along with another animal in the apartment or is too difficult to care for, who will take the animal? Where will the animal go if you choose to live in a different housing location next year that does not allow pets? Being mindful of these factors and questions will help ensure a successful match between student and animal.

If applying for a dog, what training has the dog had? Is the dog currently crate-trained and house-trained (which is a requirement for campus living)? Students are strongly encouraged to purchase

and try out training devices prior to bringing their pets to campus. What other measures have you implemented at home to ensure your animal will be happy in campus housing?

Once conditionally approved to have a pet, to finalize the process, the STUDENT shall:

- 1) Pay a NON-refundable \$300 pet fee
- 2) Email a recent photo of the animal to the Housing office
- 3) For dogs, cats, and other animals that could cause serious injury, STUDENT must provide proof of liability insurance with a minimum of \$500,000 coverage, with Drury listed as an additional insured. For species other than dogs and cats, the Housing office will decide on a case-by-case basis if the insurance is required.

When all these requirements have been met, the Housing office will send an email notification of approval to all residents living in the unit, and the animal will be allowed entry into the assigned residence.

A pet rent of \$25 per month, assessed to the STUDENT in this agreement, covers 1 pre-approved animal. Each STUDENT may only have one pet (even if pets are in a cage or tank).

Full-time residential students assigned to the pre-approved location who are considering a pet shall file this signed Pet Request & Agreement with essay & required documents to the Housing office at least 30 days prior to move-in (or 30 days prior to bringing a pet). After the Pet Request & Agreement is evaluated, the Housing office will send email notification of *conditional* approval or denial to the STUDENT, and indicate if an insurance rider will be required.

In the event of final approval, STUDENT agrees to be billed \$25 per month pet rent (posted to the student account by semester). STUDENT also authorizes Drury to charge their Drury account for all additional pet fees or damage/cleaning/extermination fees associated with the pet, and use monies from applicable federal funds, grants, loans and other sources to pay these charges. STUDENT agrees to pay interest of 1% per month, collection costs, and legal fees on unpaid balances.

### **Requirements for Pets**

1. Birds, rabbits, pigs, sugar gliders, ferrets, arachnids, snakes, any species/breeds banned by federal/state/local laws, and any poisonous species are prohibited.
2. Students must own the pets brought to campus housing. Fostering animals is prohibited.
3. Dogs or cats must be at least 16 weeks old, and should have been in the student's family for at least 16 weeks prior to move-in. Veterinary records or adoption paperwork should be on file with the Housing office.
4. A dog or cat may not exceed 40 lbs (adult weight).
5. Caged animals or animals in a tank shall not exceed 5 lbs (adult weight).
6. Dogs/cats must be spayed/neutered. A copy of the veterinarian's record of the procedure must be filed with the Housing office. In the event each roommate gets a caged/tank pet, STUDENT agrees to take measures to ensure these pets do not breed.
7. Cats must be front declawed or have claw caps that are regularly maintained. Provide initial receipts of claw caps or veterinarian records to Housing office.
8. Animals are required to be housebroken/litter box-trained before their arrival in housing.

9. STUDENT agrees to vaccinate their pet per the schedule outlined by the City of Springfield & Greene County. Dogs shall display their rabies license. STUDENT must keep the original certificate of rabies vaccination from veterinarian. A copy of vaccination for the dog/cat should also be filed with the Housing office. It is the STUDENT'S responsibility to be aware of any law changes regarding vaccinations or licensing.
10. Recommended tests and vaccination for dogs includes DHLPPV, bordetella, heartworm testing.
11. Cats must be FELV/FIV negative. A copy of the negative result should be filed with the Housing office. Recommended vaccinations for cats include FVCRP and feline leukemia virus.
12. Animals must be kept in good health, to include flea/tick prevention & internal parasite prevention (if applicable), daily feeding and fresh water, grooming, routine and emergency medical care. Authorities will be contacted if the animal is mistreated or uncared for. Live feeder insects/meal worms should immediately be placed in the pet's tank upon purchase.
13. For dogs and cats, the STUDENT'S name, the pet's name, and contact information must be displayed on the collar. A microchip is suggested.
14. Pets must be "indoor" animals and shall remain in STUDENT'S assigned housing location, unless taken outside for supervised exercise. While indoors, caged/tank animals must remain in their cage/tank unless being held by hand. When transporting an animal from the unit, it must be caged or leashed by an adult. When outside the unit on campus, pets must either be leashed & physically controlled by the owner, or be caged or in a temporary enclosure that does not damage the lawn (no stakes). Pets cannot be tied up outside or left unattended on a balcony, porch or in a motor vehicle for any length of time.
15. When the STUDENT is not home, STUDENT agrees to crate dogs for their own safety. When leaving cats alone in an apartment, STUDENT agrees to close the cat in the assigned bedroom.
16. Animals must not be bathed or groomed in the unit bathtubs, showers, or sinks.
17. STUDENT is responsible to ensure their pet does not infringe upon the right of other tenants to enjoy their residence (allergies, noise, odor, phobias, scratching, chewing, jumping, etc.). Vocal animals are prohibited (check with the pet store to ensure your pet does not have a mating call or nocturnal calls). STUDENT has a responsibility of maintaining odor and noise levels that are acceptable to the community. All complaints must be taken seriously and responded to with increased animal hygiene or training. Failure to do so can result in removal of the animal.
18. Dogs must be taken outside for bathroom breaks, and STUDENT must clean up after the dog immediately. All fecal matter must be placed in a plastic bag and then put in an outdoor Dumpster. If a pet uses a litter box, it must be cleaned regularly, and all litter/fecal matter placed into a plastic bag and put it into the outdoor Dumpster. Do NOT flush kitty litter down the toilet. For caged animals, the cages must be cleaned regularly, and all used shavings or newspaper must be placed in a plastic bag and then put in an outdoor Dumpster. Do NOT flush cage shavings or newspaper down the toilet. Gravel, rocks, and other tank debris should not be poured down university plumbing.
19. STUDENT will be held responsible for the actions of their pets, including acts of aggression toward humans and other animals. STUDENT agrees that DRURY does not carry insurance to cover medical bills or other fees related to bites or scratches, and will not be held responsible for the actions of the STUDENT'S pet. STUDENT must carry liability insurance with a minimum of \$500,000 to cover injuries caused by their pets, and Drury must be listed as an additional insured.
20. A pet may not disrupt university operations in any way or pose a direct threat to any person or animal on DRURY'S campus.

21. STUDENT agrees to pay for damages caused by pets in excess of the \$300 pet fee, which may be posted to their Drury account.
22. STUDENT agrees to pay for exterminator services for an outbreak of fleas or other parasites in excess of the pet deposit the \$300 pet fee, which may be posted to their Drury account.
23. STUDENT will post their pet's picture with STUDENT contact information on the inside of the door to the unit in case of emergency.
24. STUDENT must designate an emergency caretaker for the animal in the event the STUDENT is unable to care for the pet. The caretaker must be listed on the STUDENTS' record as a FERPA-approved contact for "personal" matters at Drury & may be noted to discuss only "animal-related issues."
25. The resident is required to ensure the animal is well cared for at all times. Animals cannot be left overnight in university housing in the care of an individual other than the resident. If the resident will be absent from assigned university housing overnight or for an extended period, the animal must accompany the resident. Evidence of mistreatment, abuse, neglect, extended absence or abandonment may result in the immediate removal of the animal and other consequences to the resident. The resident owner is solely responsible for providing care and food for the animal. University personnel shall not be required to provide care or food for any animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. If the university discovers the animal has been left alone for an extended period or abandoned, Drury may call your off-campus emergency contact to take it. In the event, neither the STUDENT or the contact are able/willing to care for the animal, Drury reserves the right to take the animal to Animal Control or a shelter, and the costs associated with removal will be posted to your student account. Authorities may be contacted in the event of neglect/abandonment.
26. STUDENT understands that roommates are not responsible for the care of the animal.
27. In the unfortunate event that a dog/cat dies, please contact a veterinarian immediately to arrange for disposal of the body. Do NOT dispose of a cat or dog in a Dumpster. Small, caged or tank animals must be disposed of in sealed plastic containers or bags and placed immediately in the outdoor Dumpster or taken to a veterinarian for disposal. Do not bury a dead animal on campus. Please immediately notify the Housing office if an animal dies to discontinue pet rent. Replacement animals will need to be pre-approved.
28. Drury contracts out pest control services at minimum twice a year (more upon request by the tenant). Baseboard sprays are hazardous to animals when wet, so you must either remove your animal or crate your animal away from baseboards when pest control services are announced.
29. STUDENT agrees that Drury staff may do more Health & Safety inspections of their apartment than other campus housing locations to ensure the health of the animal and to check the condition of the apartment.

Violations of this agreement may result in fines/restitution as outlined in the Community Standards Handbook, up to removal of the animal from housing. In the event your animal is no longer permitted in housing, a charge of \$25 per day will be charged to the STUDENT account if the pet is in possession beyond the removal deadline set by DRURY.

STUDENT will release, defend, hold harmless, and indemnify DRURY, its Trustees, officers, directors, employees, agents, and all of those acting by or on behalf of DRURY from and against any and all claims, actions, damages, liability and expense in connection with personal injury or damage or loss to property arising from or out of this Pet Request & Agreement or STUDENT's keeping of a pet(s) at the Premises.

This Pet Request & Agreement is part of the Student Housing Contract between DRURY and STUDENT and all of those provisions, including those related to enforcement, default, and damages, are incorporated herein as though fully set out in this Pet Request & Agreement. However, DRURY's consent to permit pets shall be revocable at DRURY's sole discretion for any reason by written notice to STUDENT.

The undersigned STUDENT and ROOMMATE(S) have read and understand this Pet Request & Agreement and hereby acknowledge receipt of a copy of the Pet Request & Agreement. STUDENT agrees that any requested animal will meet the applicable standards outlined above. Please refer to the Community Standards Handbook for detailed sanction information if these parameters are not met.

I, (print name) \_\_\_\_\_, understand it is privilege, not a right, to have a pet in campus housing, and I fully understand my obligations. I understand that failure to meet the standards as outlined by this agreement and federal, state, and local laws may result in the revocation of my rights to have the animal in campus housing. Even if I lose my right to have an animal in campus housing, I understand I am financially bound to my housing contract with Drury University for the 2018-19 academic year.

**STUDENT/OWNER Name (print)** \_\_\_\_\_ **Drury ID #** \_\_\_\_\_

**STUDENT/OWNER Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**STUDENT housing assignment (complex, unit & bedroom):** \_\_\_\_\_

**Species requested:** \_\_\_\_\_ **Type of enclosure if not cat/dog:** \_\_\_\_\_

**Able to provide proof of ownership for minimum 16 weeks for cat/dog?**    Y    N

**Able to provide proof of liability insurance with Drury named as an additional insured?**    Y    N

**Current pet weight:** \_\_\_\_\_ **Maximum expected pet weight:** \_\_\_\_\_

**Any additional notes for consideration not included in the essay:**

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An un-coerced roommate(s) signature(s) granting permission is required. New roommates and suitemates (due to room changes, etc.) must also grant permission without coercion. Note: Roommates and/or suitemates may review and reconsider their approval of the pet agreement at any time.

**Roommate:**

I, \_\_\_\_\_, the roommate of \_\_\_\_\_ (pet owner), verify that my above signature gives my un-coerced approval to house the above mentioned pet in our unit on \_\_\_\_\_ (Date).

**Local Off-Campus Emergency Caretaker** (Drury employees must be approved by the student to discuss personal development with the friend/family member—see FERPA information and directions below).

**Caretaker Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Local Veterinarian:** \_\_\_\_\_ **Vet Ph:** \_\_\_\_\_

**Local Boarding Facility** (if different from vet): \_\_\_\_\_

**Boarding Ph:** \_\_\_\_\_

**Information Release & the Family Educational Rights and Privacy Act of 1974 (FERPA) Policy**

The Family Educational Rights and Privacy Act of 1974, or FERPA, was designed by the federal government to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act. Questions and inquiries about FERPA should be addressed to the Records & Registration Office.

**Release of Access to Student Information**

Under FERPA policy, Drury officials are not permitted to give any information to any person, including a student's parents and/or guardians, about the student's:

1. Academic progress, including grades
2. Payment status or financial aid
3. Personal development or disciplinary matters

However, it is often the student's wish that information be released to their parents or other designated officials who may seek information from the college. If a student wishes to grant access to his or her academic, financial or personal information, that student should submit an information release form with the Records & Registration Office.

Step 1: Go to MyDrury.

Step 2: Enter your Username and Password and click Login.

Step 3: Click on the Student Tab.

Step 4: Click on Information Release (links located on the left side of the page).

Step 5: Complete and submit the Information Release form.

**OFFICE USE ONLY**

Date Pet Request/Essay Received \_\_\_\_\_

**Checkmark criteria as they are met**

Species/breed \_\_\_\_\_ Weight limit okay? \_\_\_\_\_

Canine or cat age \_\_\_\_\_ Cat declawed/caps \_\_\_\_\_

If applicable, date of Rabies Vaccination: \_\_\_\_\_

For cats, date of FELV/FIV Negative result: \_\_\_\_\_

If applicable, spay/neuter \_\_\_\_\_ If applicable, flea/tick & internal parasite prevention \_\_\_\_\_

Insurance? \_\_\_\_\_

Date of Approval/Denial email sent to student/roommates \_\_\_\_\_

Photo Received/ \_\_\_\_\_

Name of Animal \_\_\_\_\_ Coloring/Markings \_\_\_\_\_