



DRURY
UNIVERSITY

ACCESSIBILITY AND DISABILITY SERVICES

EMOTIONAL SUPPORT ANIMAL REGISTRATION FORM

Owner's Name: _____

Student ID Number: _____

Owner's Housing Assignment: _____

Owner's Phone: _____

Animal's Name: _____

Type of Animal: _____

Animal Age: _____

Physical Description of Animal: _____

Local (Springfield) Off-Campus Alternate Caregiver for Animal if Owner is Unavailable:

Name: _____

Address: _____

Phone Number: _____

Attached photo if available:

_____ Documentation Received: Date _____

_____ Care Plan Reviewed/Signed: Date _____

_____ Roommate Acknowledgment Form returned: Date _____

ESA AGREEMENT AND CARE PLAN

Guidelines for ESA Care (please initial to indicate agreement):

_____ ESAs must be housebroken or in a species-appropriate cage/crate/habitat. "Puppy pads" are not permitted for toileting.

_____ ESA must be spayed/neutered (as species appropriate). Verification will need to be provided to Housing.

_____ The Owner is responsible for managing all cleaning tasks associated with keeping and caring for their ESA, including hair/fur, waste management, litter and bedding. University housekeeping equipment, facilities, and/or supplies may not be used for any ESA cleaning tasks.

_____ The Owner is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy plastic bag and tied securely before being disposed of in an outside trash can. Outdoor animal waste, such as dog feces, must be immediately retrieved by the Owner, placed in a sturdy plastic bag and securely tied before being disposed of in an outside trash can.

_____ ESA odor and waste accumulation must not exceed reasonable standards. Litter boxes and cage bedding must be maintained such that odors are not apparent outside of the student's living space.

_____ Owners are responsible for feeding and watering their animal within the confines of their personal room. Bowls of food and water should be placed on mats so that water and food do not get on the carpet/floor.

_____ Food for the ESA should be kept in a sealed plastic container within the confines of the Owner's private residence. Open bags of food are not permissible as they attract bugs. Food type: _____; Food cost: _____; Feeding frequency: _____

_____ The Owner must effectively control the ESA at all times (leash and voice command). If the ESA cannot be effectively controlled, permission to keep that particular animal in University housing will be rescinded until such time as the problem is rectified.

_____ Routine care for the animal is expected for health and safety reasons, and included flea and tick prevention, de-worming, and annual examinations. Dogs and cats must have current vaccination registration records that align with Springfield pet regulations. The University has the right to request documentation relevant to these health and safety concerns at any time during the ESA's stay in residence.

_____ The cost of care, arrangements and responsibilities for the well-being of the ESA are the sole responsibility of the Owner at all times. The ESA cannot be left in the care of other residents while the Owner is gone for more than 12 hours. Local off-campus individual Residence Life staff can contact to care for the animal in the case of emergency is **(name and phone number)**:

_____ The Owner understands that, when they are not present in their residence (e.g., in class, eating in the Commons/CX, visiting campus resources, etc.), the ESA must be crated or otherwise contained within the unit and remain in the assigned residential space.

_____ If any animal neglect is suspected, the Owner is subject to the sanctioning guidelines. The University also reserves the right to contact Greene County Animal Control. The Owner is solely responsible for the health and safety of the ESA. The ESA should not be left alone in the unit for unreasonably long periods of time.

Guidelines for Interaction with roommates and the community (please initial to indicate agreement):

_____ The Owner is responsible for any damage or injuries caused by their ESA and must take appropriate precautions to prevent property damage or injury.

_____ The Owner is responsible for assuring that the ESA does not interfere with the orderly operation of the residence or cause difficulties for other residents of the community. This includes, but is not limited to, issues of a sanitary nature, noise concerns, or concerns for the safety of persons and/or physical property. Noise concerns include, but are not limited to, barking, whining, and scratching. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential experience.

_____ The Owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations. The Owner can do this individually or in a group setting. The preferred method is in person but an email would also suffice.

_____ Any animal that poses an immediate threat to the safety of others or causes substantial damage to the property of others may be removed immediately from the Drury University campus without prior notification to the Owner. The animal's exclusion shall remain in effect until the Owner can provide evidence that the animal no longer poses a threat to the community.

Financial Agreement (please initial to indicate agreement):

_____ The Owner is financially responsible for the actions of the ESA, including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The Owner will be responsible for covering all costs of returning the unit to the same condition of move-in beyond normal wear and tear. This may include the cost of cleaning or replacing all carpets and furniture to remove pet odors, dander, hair, etc.

_____ If fleas, ticks, or other pests are detected, the unit will be treated using fumigation methods by University-approved pest-controlled services. The costs associated with this service will be billed to the Owner.

I have read and agree to all of the terms of the ESA Agreement and Care Plan. I agree that if I have questions, concerns, or need assistance, I will contact the Accessibility and Disability Services office.

Student Signature

Date

Accessibility and Director of Disability Services

Date