

Illinois Wesleyan University

Office Residential Life

Pet Policy

Professional live-in staff members in the Office of Residential Life (ORL) are allowed to have pets in their apartments. Prior to bringing a pet on campus, professional staff must receive approval from the Director of Residence Life.

Pet Specifications

- Pets may not exceed a maximum height of 24in and a weight of 40lbs at maturity.
- Pets must live in a cage, aquarium, or be litter trained or housebroken if it is a pet which roams the apartment.
- Pets must be determined as safe for a community environment (animals which have attacked humans and those normally considered wild, such as monkeys or snakes, will not be permitted). Pet types will be approved at the discretion of the Director in consultation with the Assistant Vice President for Student Affairs.
- Pets must be considered “indoor” domestic pets and cannot be penned or leashed outside or let out to roam free.
- The pet must be spayed or neutered at the earliest veterinarian-approved time; pets inadvertently becoming pregnant before being spayed or neutered must be removed. No offspring are allowed in the residential areas.
- Only one pet is allowed per AD apartment.

Verification Process

Prior to moving the animal into the apartment, the AD must complete the *Pet Agreement* and *Pet Registration* forms and submit them along with all required documents to the Director. Required documents include:

- Vaccination certificate/shot record (rabies tag numbers must be supplied)
- Proof of flea control – Usually a receipt of purchase.
- Statement of alternate pet placement – as a sign of good faith, the pet owner is asked to specify an alternate home for the pet in the event that a persistent community disruption occurs.
- Receipt of Deposit – Provided by The Office of Residential Life or Business Office.
- Proof of spaying or neutering
- Apartment Inventory and Condition Sheet

Pet Care Guidelines

Unattended pets increase the likelihood of facility damage and noise complaints. A poorly cared for pet may also represent a health risk to the community.

- The pet must wear a collar with a current rabies tag at all times.
- The pet must be fed and watered inside the apartment. Pet food and water is not to be left outside the apartment at any time. Pet food must be kept in appropriate containers to avoid attracting rodents.
- The pet must be housebroken or housebroken within a reasonable amount of time following its possession in residential housing.
- If the pet is to be left unattended for more than 12-24 hours at a time (depending on the type of pet/*only 12 for dogs), the owner must make appropriate accommodations and notify the Director of Residential Life 24 hours in advance. Acceptable accommodations include having the pet:

boarded; kept at a fellow AD's apartment; monitored every 6 to 8 hours by an approved person; or kept off campus. *Unattended* is defined as no one being with the pet during the 24-hour time frame. ADs with pets who leave them with other ADs will be covered by the original damage deposit, and the hosting AD is expected to adhere to all the guidelines of the pet policy. Pet sitters must have pre-approved access to the building where the pet lives. For safety reasons, non-resident or non-residence life staff members will not be granted permission to enter the building as a pet sitter.

- The pet should never be left alone outside the owner's apartment. For example, a dog may not be tied to any fixed object anywhere outside the apartment. When outside, the pet must be kept on a leash or in a carrier.
- In the case that there is an emergency in the hall where the pet is housed that requires immediate attention (e.g., fire, flood, etc.) the AD is responsible for assuring that the pet does not interrupt their position responsibilities. For this reason it is highly recommended that every pet owner devise accommodations for their pets outside of other ORL staff in such cases.

Facilities Guidelines

The Office of Residential Life has a vested interest in minimizing facility damage; similarly, if damage does occur, the Office of Residential Life has an interest in ensuring that the pet owner assumes all reasonable responsibility for the damage. Pursuant to this, the following facility guidelines have been established:

- A \$350.00 non-refundable damage deposit will be required at the time the pet is registered. The deposit will be collected and refunded at the discretion of the Director of Residential Life.
- Unless otherwise specified, the pet owner is financially responsible for all pet-related repairs and cleaning not due to normal wear-and-tear. The pet owner may opt to pay for such damages out of pocket, with renter's insurance, or from the deposit.
- An inventory and condition inspection of the apartment will be conducted prior to the pet's arrival and at the conclusion of the registration.
- Damage to University property discovered or reported during the year must be rectified within one month. A follow-up inspection will take place at the end of that month to confirm that the damage has been corrected.
- The AD apartment will be shampooed at the end of the academic year, which must be arranged by the AD. However, if a dog or cat has been in residence for more than 30 days but the registration is terminated before the end of the academic year, the apartment will be shampooed immediately at the expense of the AD. Additional cleaning charges resulting from an animal will be assessed against the deposit or can be made out-of-pocket.
- To further minimize the chance of damage, the Office of Residential Life recommends, but does not require, that dog owners take the following precautions:
 - a. Placing area rugs to help prevent damage to University-installed carpets;
 - b. Purchasing furniture covers for furniture provided by the University;
 - c. Purchasing a renter's insurance policy to cover extensive damage;
 - d. Providing chewable toys and bones and ensuring that the dog/animal has plenty of exercise and a proper diet.

Grounds Guidelines

- The pet owner is required to properly dispose of solid waste and dispose of the excrement in an outside trash receptacle. It is recommended that the owner rotate use of different defecation and disposal sites.
- When walking the pet off University property, pet owners assume responsibility for compliance with all local ordinances regarding pet defecation.

Community Guidelines

The pet should not pose a significant disturbance to residents of their respective residential area or to the University community, especially via noise or odor. Pursuant to this, the following guidelines have been established:

- To minimize the possibility of noise problems, pet owners are encouraged to soundproof the room through the use of standing barriers, wall hangings and other items.
- To minimize the possibility of pest and allergy problems, pet owners are required to utilize a veterinarian-recommended flea control program (proof of which must be provided as part of the pet registration process). Additionally, it is recommended, but not required, that pet owners regularly use carpet steamers or regular vacuums with anti-allergen chemicals.
- To minimize the possibility of odor problems, pet owners are required to clean their animal's kennel regularly and to dispose of pet waste in an outdoor container. It is recommended that pet owners take other precautions as necessary to prevent odor problems.

The pet should not pose a significant threat or danger to residents of their respective residential area or to the University community. Pursuant to this, the following guidelines have been established:

- The pet owner is required to sign an assumption of liability statement, indicating personal responsibility for any injury caused by the pet.
- It is recommended, but not required, that pet owners purchase a new insurance policy or modify a current one such that accidental injury by pet is included.
- The pet may be kept inside the apartment or taken outside. When inside the apartment, it is the responsibility of the pet owner to take reasonable precautions to prevent unwanted contact when receiving students or holding meetings in the apartment. The pet is not permitted to be in residents' rooms, the laundry room, office, lounge, lobby or other common areas of the building. Pets are also not permitted in other campus buildings.
- If the apartment has an outside exit, it must be used exclusively to take the pet outside. Otherwise, the pet must be taken outside via the most direct path from the apartment door to the nearest outside exit.
- While outside, the pet must remain on a leash and be accompanied by the pet owner or other caregiver while on University property. The pet must be walked away from the residential areas or populated sections of campus.
- Pet owners will be required to have a ***Pet in Residence*** door sign approximately three inches in diameter, signifying to University employees that a pet is in the apartment. This sign must be on all entrances to the apartment.
- The AD is responsible for keeping the pet contained when expecting Physical Plant workers to enter the apartment for improvements or repairs.
- In the event that the pet causes harm to an individual (i.e. physically threatening/harming actions) the VET may require the dog to be removed from campus immediately pending a meeting to decide a formal solution.

Enforcement of Guidelines

Complaints and concerns in regards to noise, odor, pests, threat or danger will be addressed to and logged by the immediate supervisor. The Director/Associate Director of Residential Life shall respond to the bulk of these complaints as well as most potential violations of the guidelines. However, if there are major complaints or a history of minor complaints, or if there are potential major violations or a history of minor violations of the Pet Ownership Guidelines, the following sanctions can be given:

- Requiring specific reasonable action on the part of the owner to rectify a problem;
- Verbal warning;
- Letter of warning;
- Letter of reprimand;
- Demotion of current registration status to probationary;
- Revocation of current registration; or
- Suspension of pet-owning privileges for one or more terms.

If revocation of the current registration is implemented, the pet owner will be given up to 14 days to alternately place the animal.

In the special case of staff members being found to have an unregistered pet, the pet owner must remove the pet within 24 hours of receipt of notice and will lose any future privilege of having a pet for the duration of his/her current employment contract. Further disciplinary action will be at the discretion of the Assistant Vice President of Student Affairs.

Pet REGISTRATION FORM

Name of Pet Owner:

Registration Start Date:

Registration End Date:

Description of Pet:

Name of Pet:

Age:

Type:

Breed:

Color:

Documentation Checklist:

- _____ Vaccination Certificate/Shot Record
- _____ Proof of Flea Control (if applicable)
- _____ Statement of Alternate Placement
- _____ Deposit Paid
- _____ Proof of Spaying or Neutering (if applicable)
- _____ Apartment Inventory/Condition Sheet
- _____ License/Rabies Tag #s _____
- _____ Liability Waiver Form

Emergency Contact Information

By providing the following information, I understand that the Office of Residential Life has the right (but not the duty) to take my pet to the below listed veterinarian in the event that I cannot be contacted in an emergency.

Veterinarian Name:

Phone Number:

Address:

I have read the Office of Residential Life Pet Ownership Guidelines, and I understand that failure to comply with these guidelines may result in the revocation of this registration:

Signature of Pet Owner

Date

Signature of Director/Associate Director of Residential Life

Date

**Illinois Wesleyan University
Office of Residential Life**

Assumption of Liability Statement

I, _____, assume all responsibility for supervising the pet that I have registered with the Office of Residential Life. Additionally, I assume any and all liability for any reasonably foreseeable or preventable actions of said pet.

Neither the Office of Residential Life nor Illinois Wesleyan University is responsible for supervising the registered pet, nor do they assume liability for the actions of the pet.

Signature of Pet Owner

Date