

# **Guidelines for Maintaining an Approved Service Animal or Emotional Support Animal within the HWS Residential Community**

Offices of Residential Education and Disability Services,

Hobart and William Smith Colleges

## **Introduction**

The following guidelines apply to all approved animals and their owners who live in the HWS residential community unless the nature of the documented disability of the owner precludes adherence to these guidelines.

### **Animal behavior**

1. An exception to the Pet Policy is granted for service animals and approved emotional support animals provided that their behavior, noise, odor and waste do not exceed reasonable standards for a well-behaved pet and that these factors do not create unreasonable disruptions for residents and residential and student service programs staff.
2. Dangerous, poisonous, and/or illegal animals are not permitted.
3. The approved animal must be contained within the private residential area (room, suite, apartment, enclosed balcony or yard spaces) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.
4. Emotional support animals may not accompany their owners to classes or to into HWS facilities other than the owner's designated residence.

### **Animal health and well-being**

1. All approved animals must have all veterinarian recommended vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations is due at time of approval. The Colleges reserves the right to request an updated verification at anytime during the animal's residency.
2. If state or local licenses are required for the animal, they must be obtained and kept current in compliance with the local jurisdiction (i.e., dog license) requirements. The Colleges reserves the right to request proof of licensing at anytime during the animal's residency.
3. All approved animals, if taken outside the home, must wear identification tags with home address and, if applicable, vaccination information.

## **Animal cleanliness**

1. Owners are responsible for properly containing and disposing of all animal fecal waste.
  - a. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.
  - b. Outdoor animal waste, such as dog feces, must be immediately retrieved by the owner, placed in a plastic bag, and securely tied before being disposed of in outside trash dumpsters.

## **Resident responsibilities**

1. The owner must register their service animal or therapy animal with the Office of Disability Services, CTL through completing and signing the Animal Registration Form and providing all necessary documentation.
2. The owner is responsible for assuring that the animal does not interfere with the routine activities of the residence or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.
3. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc. The owner is expected to cover these costs upon repair and/or move-out.
4. The owner is responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to Colleges' premises that are assessed after vacating the residence. The Colleges shall have the right to bill the student account of the owner for unmet obligations.
5. The owner's residence may be inspected for fleas, ticks or other pests once per semester or as needed. The Office of Residential Education will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a Colleges-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond normal required pest management.
6. The owner must notify the Residential Education Assistant Director of Housing Services in writing if the animal is no longer needed as a service animal or therapy animal, or it is no longer in residence. To replace an approved animal, the owner must file a new Request for Exception.
7. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner and pet or the non-approving roommates or suitemates, as determined by the

Director of Residential Education, may be moved to a more suitable location.

8. Residential Education has the ability to relocate owner and service animal or therapy animal as necessary per current contractual agreements.

9. Owner agrees to continue to abide by all other residential policies. An exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.

10. Any violation of the above rules will be reviewed through the appropriate judicial process and the student will be afforded all rights of due process and appeal as outlined in that process.

11. Should the pet be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

By my signature below, I verify that I have read, understand and will abide by the guidelines outlined here and I agree to provide the additional information required to complete my Request for an Exception to the Pet Policy.

\_\_\_\_\_

Resident Owner Signature

Date

\_\_\_\_\_

Assistant Director Signature

Date

### **Roommate/suitemate agreement**

By my signature below, I agree to share the common areas of my assigned residential space with the service/ therapy animal approved by this agreement. Should I have any concerns regarding the care and control of the approved service animal, I will discuss my concerns with the service animal's owner and then with my resident or program director if the service animal owner and I cannot come to an agreement.

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Resident's Name

Date

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Resident's Name

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Resident's Name

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