

**Office of Residence Life  
Agreement for Pets in  
Full-Time, Live-In, Professional, Staff Apartments**

**STAFF MEMBERS**

The following agreement applies only to full-time, professional Coordinators living in apartments within the residence halls. Hall Directors and Resident Assistants are not permitted to have pets on campus.

These guidelines serve only as a reference point and should not be viewed as absolute. Any staff member considering the acquisition of a pet is expected to discuss this matter with the Assistant Director of Residence Life or his/her designee in advance of ownership. The Assistant Director of Residence Life has final approval for both the acquisition of and selection of a particular type of pet. Any incoming Coordinator must discuss the type of pet being brought to campus to insure that it meets policy guidelines. Pet ownership is decided on a case by case basis.

**NUMBER OF PETS**

Coordinators will be permitted to own, and have live in their apartment, fish in an aquarium. In addition, there is a limit of two (2) caged pets OR one (1) cat OR one (1) dog.

**ALLOWABLE PETS**

The Office of Residence Life may allow the following pets according to the stated guidelines. No other types of pets are allowed.

Fish

- All types allowed.

Rodent Species

- Hamsters, mice, rats, and other approved, domesticated rodents (ferrets will not be approved).
- All rodents must be caged.

Reptiles/Insects/Arachnids

- All reptiles, insects, or arachnids must be caged.
- No poisonous species are permitted.

Birds

- Must be a bird that is typically domesticated (e.g., canaries, parakeets, cockateels, cockatoos, and other parrots).
- All birds must be caged.

#### Cats

- Must have all required immunizations up-to-date and a copy must be on file with the Assistant Director of Residence Life.
- Cats must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with the Assistant Director of Residence Life.
- Cats must be declawed (front paws) at the appropriate age. A copy of the vet report must be on file with the Assistant Director of Residence Life.

#### Dogs

- Must have all required immunizations up-to-date and a copy must be on file with the Assistant Director of Residence Life.
- Must be licensed and a copy of the license must be on file with the Assistant Director of Residence Life.
- Must be collared and on a leash outside apartment per CSU policy.
- Dogs must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with the Assistant Director of Residence Life.
- Must possess friendly and sociable characteristics.

### **STANDARDS OF BEHAVIOR BY ANIMAL AND PET OWNER**

Health, sanitary, safety, and disruptive standards must be maintained as follows:

- Pets must not be left unattended for inordinate amounts of time.
- Pets must not be taken into the residence hall offices, common space, or student living areas. Pets are only permitted in the hallways if: a) they are being transported to the owner's apartment, b) they are being transported outside from the owner's apartment, and c) the shortest route from outside to the apartment is utilized.
- Pets must not be taken into any administrative, academic, or athletic facilities.
- Pets may be leashed outside an apartment only when the owner is home and the owner is with the pet outside.
- Pet feces must be disposed of properly. It is the owner's responsibility to shovel feces from University grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Clean up must occur IMMEDIATELY.
- Pet accidents within the apartment must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The strong odor of a pet emanating from the apartment is not acceptable.
- Flea infestation must be attended to promptly and consultation with appropriate personnel is expected beforehand.
- Pets must not be allowed to disrupt others (e.g, barking continuously, squawking, yowling, howling, etc.). Pets which constitute a nuisance to other residents, as determined by the Assistant Director of Residence Life, must be removed within seven (7) days of notification by the Assistant Director of Residence Life. The Assistant Director's decision is final.

- Pets must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Personal renter's insurance of the owner may be necessary.
- The owner will take all reasonable precautions to protect the property of the University and the residents.
- The owner will notify the Assistant Director of Residence Life if the pet has escaped its confines and is unable to be located within twelve (12) hours.

Violations concerning any of the aforementioned may result in the staff member having to find alternative housing off-campus for the pet. It should be noted that having a pet is a privilege, not a right. The Assistant Director of Residence Life will make the final decisions in these matters.

### **DEPOSIT**

A \$200.00 refundable deposit will be paid to the Office of Residence Life seven (7) days prior to purchasing a pet. This deposit will be used to cover possible damage to Department property caused by the pet. There will be an initial apartment condition inventory completed by the Coordinator and assessed by the Assistant Director of Residence Life and Director of Custodial Services PRIOR to the pet's presence.

### **VACATING THE APARTMENT**

At the time the staff member moves out of his/her apartment, or no longer owns the pet(s), the Assistant Director of Residence Life and Director of Custodial Services will again assess the apartment and determine if damage to Department property can be attributed to the pet(s). The Assistant Director of Residence Life maintains the right to conduct apartment inspections annually to assess for pet damage and make decisions regarding pet ownership.

- If damages are greater than \$200.00, the staff member will be charged out of the last month's paycheck and be required to make full payment within thirty (30) days. If full payment is not received within thirty (30) days, a lawsuit will be ensued.
- If damage is less than \$200.00, the staff member will receive the remaining balance of his/her deposit within thirty (30) days.

Vacate dates may be influenced by repair/replacement schedule as necessary based on any damages caused by the pet. Discussions need to occur when the Coordinator gives notice to the Assistant Director of Residence Life.

### **CLEANING AND DAMAGES**

Apartment cleanliness both during occupancy and post occupancy may be a concern for custodial staff members. Continued standards of cleanliness, as it relates to health issues, are expected. Further, the staff member has an

obligation to make sure that the apartment is as clean as the original standard. This also includes thorough cleaning and vacuuming (and HEPA-vacuuming for allergens) of carpets, fabric window coverings, and University furniture.

Damages and extraordinary cleaning caused by the pet are the responsibility of the staff member.

- Replacement or repair of damaged items will be the financial responsibility of the staff member.
- All assessments will be at the real replacement or repair cost. Replacement carpet will be charged at a prorated rate based on the age of the carpet.
- Extraordinary cleaning charges shall be deemed appropriate by the Assistant Director of Residence Life and the Director of Custodial Services if such charges are required as a result of the pet living in the apartment.

**AGREEMENT**

Having read the aforementioned guidelines, I acknowledge that I understand them, accept them, and agree to abide by them.

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator's Printed Name

\_\_\_\_\_  
Apartment (Hall, Number)