

University of Puget Sound
Residence Life
Student Accessibility and Accommodation
Animals in Housing Policy Handbook



Updated 11/22/2016

TABLE OF CONTENTS

Introduction..... 3

Procedures and Restrictions..... 5

Requirements for Animal Ownership..... 6

Responsibilities..... 7

Enforcement of Policy..... 7

City of Tacoma Animal Control and Licensing..... 8

Animal Registration Form..... 9

Maintaining an Animal Agreement Form..... 10

Resources..... 12

INTRODUCTION

The University of Puget Sound (Puget Sound) understands for some a service or therapy animal is necessary and the university fully supports the rights and responsibilities of students with service and therapy animals.

Beyond service and therapy animals, students are allowed to have fish in a 20-gallon or smaller sized tank in their campus residence. Please note that having a fish as a pet on campus does not require approval.

Defining a Service Animal:

The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to perform a specific task to assist an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that the individual with a disability cannot perform for themselves. “Seeing eye dogs” are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. But there are service animals that assist persons with other kinds of disabilities in their day-to-day activities. Some examples include:

- Alerting persons with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up items for persons with mobility impairments.
- Assisting persons with mobility impairments with balance.

Service animals are always with their handler. They are not pets.

Defining a Therapy Animal:

Also sometimes known as an “emotional support animal,” a therapy animal assists people who have mental health or emotional disabilities, or who have emotional components to serious physical conditions. For instance, a study by the World Health Organization found that people who had arthritis, diabetes, angina, or asthma were more likely to suffer from depression than people without these conditions.

Therapy animals are meant **for use in the home setting**. The right to have a therapy animal is covered under the federal Fair Housing Act, administered by HUD (the Department of Housing and Urban Development).

Therapy animals **do not need specialized training** to help with specific emotional conditions or to perform specific tasks to assist their owners. Animals do not need to learn how to do the things they instinctively do to help calm people down, and reduce stress, anxiety and depression. Little things like petting a companion animal, watching an animal at play, and having an animal nuzzle up to you can be therapeutic.

Students who need to bring a service animal to campus housing must register their animal with Residence Life. Service animals must always accompany the student and they are not allowed to be left behind in the student's residence. It is suggested, but not required that you register with Student Accessibility and Accommodation if you need to bring a service animal to campus.

If a student needs to have a therapy animal live with them in on-campus housing, the student must first make a formal request and file documentation through Student Accessibility and Accommodation (SAA). The documentation and intake forms required can be found online through Student Accessibility and Accommodation webpage www.pugetsound.edu/studentaccessibility. Students may also contact SAA directly with questions at 253.879.3399.

Upon receipt of required documentation, the director of SAA will review the student's case, determine accommodations needed, and make a recommendation to Residence Life for an appropriate housing accommodation.

To expedite your request, please make sure that you only submit documentation from a qualified mental health professional. For this accommodation, qualified means that they are **currently treating you and they have known you long enough to make this recommendation**. Once approved, **you will need to register your animal with Residence Life. Therapy animals are** restricted to the student's residence and they are not allowed anywhere else on campus.

It is important that a student considers the pros and cons of keeping an animal while enrolled in classes at Puget Sound. Significant questions to ask may include, *"Will I have enough time to effectively care for my animal, including walking and play time?"*, *"Could the animal be a distraction and keep me from my academic goals?"*, and *"Is a room in a campus residence an appropriate place for my specific type of animal?"*.

Students approved to live on campus with a service or therapy animal must follow the rules set forth in the *Animals in Housing Policy Handbook*. Failure to do so may result in corrective action as outlined on the Maintaining an Animal Agreement Form. Please read carefully through the entirety of this handbook and contact Residence Life with any questions at 253.879.3317.

*The Department of Residence Life at the University of Puget Sound has the right at any time to alter this program. Any changes to this policy will be given to the residents in writing. Any resident who fails to follow the rules set forth in this handbook, fails to provide any required documentation (including annual vaccination updates), and/or is found to have provided false information may have the pet removed and/or be **subject to disciplinary action up to and including eviction**.*

PROCEDURES AND RESTRICTIONS

1. Residents of on-campus housing at Puget Sound are restricted from keeping a pet other than a fish without the approval and consent of Student Accessibility and Accommodation and the Department of Residence Life.
2. A student must submit a formal request and file documentation through Student Accessibility and Accommodation in order to be considered for bringing a therapy animal into on-campus housing.
3. Student must register their animal with the Residence Life office. Documentation on file must be kept current.
4. Service animals are allowed in any space and at any function on campus in which they are performing documented assistance functions for a student. Therapy animals are allowed only in the student's private residence on campus. Private residence is your specific bedroom in the hall, suite, flat, or house.
5. Any animal that is not registered with Residence Life, such as a visiting pet, is strictly prohibited.
6. Ownership limitations: The number or type of service or therapy animals that a student may own is restricted only by available space in a given residential room, compliance with fire code and health-safety regulations, and community safety. If the student provides documentation outlining the need for multiple service and/or therapy animals, staff in SAA will review this documentation and make a recommendation to Residence Life on an appropriate housing accommodation. Other concerns related to these issues will be addressed with the student.
7. The student must adhere to all rules and regulations as outlined in the Animals in Housing Policy Handbook. If students who are permitted to host animals in residence are found in violation of campus policy, or found neglecting their animal(s) can be subject to the University of Puget Sound student conduct process.

REQUIREMENTS FOR ANIMAL OWNERSHIP

The Animal Registration form must be completed and submitted to the Residence Life office prior to bringing any animals into on-campus housing. The resident will then need to supply the following additional documentation required by Residence Life within two weeks of the start of the fall or spring term as applicable:

For all animals:

- 1) Completed **Animal Registration Form** (see attached).
 - Attach a picture of the animal or email one to reslife@pugetsound.edu.
- 2) Signed **Maintaining an Animal Agreement Form** (see attached).
- 3) Veterinary certification of all recommended and/or required vaccinations with new certification provided to the Residence Life office annually.

For dogs and cats:

- 1) Veterinary certification that the **dog or cat** has been spayed or neutered.
- 2) Proof that the **dog or cat** has been licensed with Pierce County (see page 8).

Residence Life strongly recommends students purchase renter's insurance that covers animal attacks/bite. Persons in possession of animal(s) in residence are responsible for injuries or damages caused by their animal (whether or not they have insurance). Many homeowner insurance policies include rental coverage for students attending college. Check with your insurance provider if your policy includes renter's insurance and/or coverage for animals.

RESPONSIBILITIES OF ANIMAL OWNER

Damages/Cleaning: The resident is responsible for any and all expenses related to having the animal in on-campus housing and anywhere on university property, including the cost of damages, cleaning, pest control, and repairs.

Alterations: Installations of animal doors or alterations to the property to accommodate the animal are prohibited.

Waste Removal and Cleaning of Litter/Cages: Animals must be housebroken prior to residing on campus. Residents who fail to clean up after their animals will be charged a \$50.00 per incident cleaning fee for waste removal. Continued violations may necessitate the removal of the animal from housing. Litter should be scooped a minimum of twice per day, but after each use is encouraged to reduce odor and impact on the community. Litter boxes and/or animal cages should be changed a minimum of once per week, or as frequently as necessary to reduce odor and sanitation hazards. Waste must be disposed of in a tightly secured, sturdy plastic bag and taken to a trash receptacle outside. Residents must comply with the Residence Policy including contributing to community standards of health and cleanliness. See Maintaining an Animal Agreement Form for more details.

Noise: If noise complaints are filed due to an animal, it may necessitate the removal of the animal from housing.

Pet Care: If Residence Life finds a student to be in violation of any of the responsibilities of ownership, the student will be asked to remove the animal from housing.

Inspections: Residence Life staff will conduct an annual Health and Safety Inspection process of all campus residences in the fall. Students will be given over 24 hour notice of the inspection date and time. Residence Life reserves the right to conduct additional inspections should it be deemed necessary to ensure safety of the resident(s) or of animals living in campus residence.

Eviction: An animal that is deemed a threat to any member of the university community or its guests, is causing damage to a residential room or university property, or is being treated inhumanely, will be removed from the premises. Furthermore, Residence Life reserves the right to ask the resident to remove the animal for any reason with proper notice pursuant to Washington's Residential Landlord-Tenant Act (RCW 59.18).

ENFORCEMENT OF POLICY

In accordance with Washington's Residential Landlord-Tenant Act (RCW 59.18), the Department of Residence Life at Puget Sound has the right to serve a 10-day eviction notice to remove the animal(s) and/or resident(s) if it is discovered that the resident has failed to comply with all or part of the Animals in Housing Policy. Furthermore, Residence Life reserves the right to serve an immediate 24-hour eviction notice to remove the animal if it is determined that the animal poses a danger or threat to any member(s) of the university or residential community.

CITY OF TACOMA ANIMAL CONTROL AND LICENSING

Office Hours: Monday-Friday, 8am-5pm

Office Location: 733 Market St. Room 21 Tacoma, WA 98402

Office Phone: 253-627-PETS (7387) (Press 1 for Licensing; Press 2 for Animal Control)

Website: https://www.cityoftacoma.org/residents/animal_care_control/

Animal Licensing Information:

For your convenience, you can license your *new* pet online. Visit the [New Pet License Application](#) online. Your pet's permanent ID tag will be mailed to you within 3-5 business days. If your cat or dog is younger than 6 months old, you will need to go to the licensing office to license your animal.

For your convenience, you can renew your pet's license online using your Visa or MasterCard. Visit the renewal page online.

To download a paper pet license application visit the City of Tacoma Animal Care & Control website.

Animal Licensing Fees:

Altered Dog	\$ 20.00
Altered Cat	\$ 12.00
*Replacement Tag (one replacement tag will be issued free each year; each additional tag will be \$5.00)	\$ 5.00

Animal Control Officers and City Ordinance:

The City of Tacoma Animal Care & Control Officers enforce ordinances in the cities of Tacoma, Fircrest, and Ruston: Monday thru Friday from 8 a.m. - 10 p.m. Animal Control responds to Animal emergencies 24-hours a day. To file an animal complaint dial 253-627-PETS (7387) press 2 for Animal Control.

[Title 17](#) – City Law requires that all cats and dogs be licensed.

PIERCE COUNTY PET LICENSING FREQUENTLY ASKED QUESTIONS

Why do I need a pet license?

It's the law. Additionally, license fees help fund the cost of shelter and medical care for lost pets, as well as animal control. Pet licenses help Animal Control Officers reunite lost pets with families, keep stray animals off the street and out of danger, transport injured animals to veterinarians, and investigate cruelty and abuse.

Do I need to license an indoor pet?

Yes, even indoor pets must be licensed. Pets frequently escape from homes. A license will help ensure its safe return. And, pet licensing is the law. Don't risk an infraction.

Animal Registration Form

Instructions: This form must be submitted to the Residence Life office once a student has been approved to have a service or therapy animal live with them in on-campus housing.

Student and Animal Information:

Student's Name: _____ Student's ID Number: _____

Campus Address (Building and Room Number): _____

Contact Phone: _____ Email Address: _____

Type of Animal: _____ Animal's Name: _____

Physical Description of Animal (age/color/weight/breed):

Alternate Caregiver for Animal if Student/Owner is Unavailable:

Name: _____ Relationship to Student: _____

Contact Phone: _____ Email Address: _____

Address: _____

Please attach a picture of the animal to this form (Residence Life can supply you with a camera if needed) OR email a picture to reslife@pugetsound.edu.

Animal ownership demands a lot of time, energy, and resources. How do you foresee yourself successfully caring for your animal while balancing your academics, other commitments, resources, and personal wellness? (Please attach an additional page if more space is required)

I have read and understand all the guidelines and responsibilities for pet ownership in on-campus housing at the University of Puget Sound and agree to uphold them:

Signature _____ Date: _____

RESIDENCE LIFE OFFICE USE ONLY			
Photo of Animal: [Y] [N]	Date: _____	Proof of License: [Y] [N] [N/A]	Date: _____
Proof of Vaccination: [Y] [N]	Date: _____	Proof of Spay/Neuter: [Y] [N] [N/A]	Date: _____

Maintaining an Animal Agreement Form

Student and Animal Information:

Student's Name: _____ Student's ID Number: _____

Campus Address (Building and Room Number): _____

Contact Phone: _____ Email Address: _____

Type of Animal: _____ Animal's Name: _____

The following guidelines apply to resident animal owners and their approved animals that live in on-campus housing at the University of Puget Sound.

The animal may **not** be in residence prior to approval by Student Accessibility and Accommodation based on appropriate documentation, and upon completion and submission of the Animal Registration Form and Maintaining an Animal Agreement Form to the Department of Residence Life.

1. The resident is responsible for the animal's behavior at all times. The animal **must** be on a leash when not inside the student's private residence and the animal may not interfere with daily routines or cause difficulties to other students in the residential and university community. This includes setting guidelines with room/suite/housemates as applicable to ensure comfort with the animal arrangement. Sensitivity to residents with allergies and to those who fear animals is extremely important to ensure the comfort and peaceful enjoyment of the entire residential community.
2. The resident is financially responsible for the actions of the animal at all times including bodily injury, property damage, and/or any and all necessary cleaning which could include pest control costs for fleas, ticks, or any other animal related pest.
3. Animals must be vaccinated annually and documentation provided to the Residence Life office.
4. Cats, dogs, and other uncaged animals must wear a collar with a tag at all times, which needs to include the owner's name, address, and current phone number. Dogs and cats must be licensed within Pierce County and Tacoma and documentation provided to the Residence Life office.
5. The resident must comply with all city, county, and university ordinances governing animals.
6. All animals must be properly housed, cared for, and fed in accordance with accepted practices for the particular animal. Service animals should be housed in the student's private residence, but are also allowed at any campus venues and functions at which they are performing their documented assistance purposes for the student. Therapy animals must remain in the student's private residence at all times and are not allowed in other campus buildings or at campus functions. Contact Student Accessibility and Accommodation for more information. **The animal may not be housed, fed, or left unattended at any location outside of the student's private residence.**

7. The animal may not reside on campus during closure periods such as winter break and summer break. For other holiday periods when campus housing remains open, the resident is responsible for animal care. If away from campus at any time (overnight, weekend, etc.), the resident must take the animal with them or leave the designated alternate caregiver in charge of the animal. The caregiver cannot house the animal elsewhere in on-campus housing during this period and, pursuant to Residence Policy, keys cannot be given to the caregiver to access the resident's room.
8. The animal must be housebroken prior to residing on campus. Animal waste must be retrieved and disposed of immediately after each trip outside. Litter must be properly disposed of in a tightly secured, sturdy plastic bag and taken to a trash receptacle outside. Litter boxes should be cleaned a minimum of twice each day, but ideally should be cleaned after each pet use to reduce odors and maintain sanitation within the room and residential community. Litter boxes and/or animal cages should be changed a minimum of once per week, or as frequently as necessary to reduce odor and sanitation hazards. Resident must maintain and contribute to community standards of health and cleanliness as outlined in the **Residence Policy**. This includes participating in Residence Life's Health and Safety Inspection process.
9. The litter box, cage, food dish, water dish, and any other relevant care materials should always be placed **on a protective mat** to prevent damage to residential flooring.
10. Authorized university personnel and contractors must be allowed entrance to the premises for routine inspection and maintenance. We will provide 24-hour notice to the resident unless entrance is necessary due to an emergency, or completion of a work order that was submitted by the resident.

***The resident must notify the Assistant Director of Residence Life Operations in writing if the animal is no longer in the residence. To replace an animal, the resident must file a new request and provide new documentation. Student Accessibility and Accommodation staff will review new documentation and determine an appropriate housing accommodation.

*** Vaccination records must be updated annually. A copy of current vaccination records should be filed with the Residence Life office within the first two weeks of the fall or spring term or within the first two weeks of animal ownership if animal was approved and obtained mid-semester.

Violations or breach of any condition outlined in these guidelines may result in the Department of Residence Life enforcing any one or a combination of the following remedies:

1. **Verbal and/or written warning.**
2. **Charging the student for damages, cleaning, pest-control, or deodorizing.**
3. **Removal of the animal within 10 days of written notification.**
4. **Removal of the animal within 24 hours for vicious or threatening behavior.**
5. **Contacting Animal Control Officers to exercise the authority granted by their agency.**
6. **Terminating the resident's housing contract for failure to remove the animal within eviction notification period.**

I have read and understand all the guidelines and responsibilities for animal ownership in on-campus housing at the University of Puget Sound and agree to uphold them:

Signature: _____ Date: _____

RESOURCES

University of Puget Sound Student Accessibility and Accommodation:

Phone: 253.879.3395

Email: saa@pugetsound.edu

Website: <http://www.pugetsound.edu/studentaccessibility>

University of Puget Sound Department of Residence Life:

Phone: 253.879.3317

Email: reslife@pugetsound.edu

Website: <http://www.pugetsound.edu/student-life/campus-living/residence-life>

City of Tacoma Animal Care and Control:

Phone: 253-627-PETS (7387)

Website: https://www.cityoftacoma.org/residents/animal_care_control/

Title 17 City Ordinance on Animal Control:

Website: <http://cms.cityoftacoma.org/cityclerk/files/municipalcode/title17-animalcontrol.pdf>

Human Rights and Human Services Department:

Address: 747 Market Street, Room 836, Tacoma, WA 98402

Phone: 253.591.5151 (voice)

Email: hrhs@cityoftacoma.org

Fax: 253-591-5050

TTY: 253-591-5153

Note: People with hearing or speech impairments may contact us through Washington Relay Services 1-800-833-6388 (TTY or ASCII); 1-800-833-6386 (VCO); or 1-877-833-6341 (STS)