The Office of Student Living and Campus Engagement live-in professional staff members may maintain up to two cats or 1 dog in their campus residence, all as more fully detailed below. Live-in professional staff members must adhere to the following terms and conditions set forth by the Office of Student Living and Campus Engagement regarding the care, housing and transport of the animal(s). All cat or dog owners must obtain permission from the Office of Student Living and Campus Engagement and sign and return to that Office two copies of this trial agreement prior to bringing a pet on campus. The Office of Student Living and Campus Engagement has the right to inspect the live-in professional staff member’s apartment upon reasonable notice from time to time to ensure compliance with the agreement and may also conduct such inspection without notice if there is a reasonable belief that the terms and conditions of this agreement are not being observed by the pet owner Violation of this agreement will result in the immediate removal of the animal from campus as well as possible disciplinary action taken against the cat or dog owner. The Executive Director of Student Living reserves the right to revoke any live-in professional staff member’s privilege to have a pet on campus if deemed necessary.

*Approval Process:* Prior to moving a cat or dog into your apartment, you must sign two copies of this agreement and submit the following documents to the Director of Student Living and Campus Engagement:

* Record of vaccination
* Proof of flea control
* Record of spaying or neutering
* Apartment inspection prior to animal’s arrival

***Each owner is permitted a maximum of two cats or one dog***

***Animal Care:***

1. The cat or dog must have up-to-date vaccination records on file in the Office of Student Living and Campus Engagement.
2. Cats or dogs with serious medical ailments, which can be hazardous to the hall community, cannot remain on campus.
3. The cat or dog must wear an accurate identification tag and rabies tag.
4. The cat or dog must be fed and watered inside the apartment. Pet food and water is not to be left outside of the apartment at any time.
5. The cat or dog must be spayed or neutered at the appropriate age.
6. If the cat or dog is to be left unattended for more than 24 hours at a time, the owner must make appropriate accommodations. Acceptable accommodations include having the cat or dog boarded; kept at another live-in professional staff member’s apartment, monitored every six to eight hours, or kept off campus.

***Financial Responsibility:***

The cat or dog owner will take all reasonable precautions to protect the property of the college. Each staff member will assume all financial responsibility for additional cleaning or repairing damage to the apartment or furniture or other property owned by the college. Any damage caused by the cat(s) or dog (excluding ordinary wear-and-tear from apartment living) will be the responsibility of the owner. The cat or dog owner will be responsible for cleaning their apartment regularly with a HEPA vacuum to prevent the spread of animal dander. If damage repair is made by the college, an itemized bill will be forwarded to the owner and the balance due upon receipt of the itemized bill.

The Office of Student Living and Campus Engagement reserves the right to withhold funds from the paycheck of any cat or dog owner who has not paid his or her damage bill to the Executive Director of Student Living within the specified time frame. This includes withholding amounts from the last paycheck of any staff member who leaves the department before a final apartment inspection has occurred and a determination has been made as to whether damage has resulted.

***Regulations Regarding Housing***

* The college is not responsible for the actions, care, or safety of any cat or dog residing on campus in the care of a live-in professional staff member.
* The live-in professional staff member’s apartment is the only space on campus in which the cat or dog is permitted to reside.
* Students are not allowed to maintain custody of the cat or dog.
* The pet may not exceed 40 pounds maximum weight
* The dog may not be a breed that is on the attached list of unapproved dog breeds (list subject to change). At any time should the dog or cat become aggressive the Office of Student Living and Campus Engagement has the authority to revoke the staff member’s privilege to maintain a pet.
* During transport on campus, the cat must be properly crated or otherwise secured.
* During transport on campus, the dog must remain leashed at all times.
* Cats must be house broken and may urinate or defecate only in a litter box in the residence. The litter box should be cleaned regularly in order to minimize odor problems.
* Dogs must be house broken and may only urinate or defecate outside. When an animal does defecate outside, the owner must immediately clean up after the animal.
* Owners must dispose of all waste directly into an outdoor garbage dumpster and never into the building’s garbage cans or campus garbage cans emptied by grounds personnel.
* The live-in professional staff member is responsible for any and all damage to the on campus apartment and its contents as a result of cat or dog ownership.
* The cat or dog’s living space must be kept clean and clear of all hazards that may cause harm to the cat and/or the residence or the building in which the residence is located.
* The live-in professional staff member must ensure the cat or dog does not disturb the peace, safety, or well-being of other residents.
* The live-in professional staff member is prohibited from allowing students to visit the cat or dog in the professional staff member’s apartment unless students are informed in advance of the presence of the cat or dog.
* The live-in professional staff member is responsible for ensuring that the cat or dog has NO PHYSICAL CONTACT with students, staff, or visitors without prior approval, whether inside the staff member’s apartment or while being transported outside of the residence hall.
* To further minimize the chance of damage and spread of allergen, an owner of a cat or dog that sheds must place an area rug to help prevent damage to college installed carpets and cover all areas of upholstered furniture with blankets or slip covers.
* Removing the front claws of cats, or providing scratching posts or commercial products such as cat claws, and ensuring that the cat is recommended but not required.
* It is expected that the cat or dog will receive proper medical attention, diet and, exercise.
* Cat or dog owners must clean their carpets regularly with a HEPA vacuum.
* The live-in staff member is responsible for keeping the cat or dog contained when *expecting* maintenance personnel to enter the apartment for improvements or repairs.
* In the case of a building fire alarm, the cat or dog owner may crate the cat or dog and carry it from the building, leash the dog and escort it from the building, or leave the cat or dog contained in the apartment until the building is deemed safe to enter by the fire department or college officials. (This is comparable to what would occur if a fire alarm was to occur in an off campus apartment or home.)
* All liability for the actions of the animal in direct contact with others (bites, scratches, etc.) is the responsibility of the owner, not the Office of Student Living and Campus Engagement or Utica College.
* Additional regulations may be imposed without prior notification if deemed necessary.
* Any live-in staff member found to have an unregistered cat or dog must remove it within 24 hours of receipt of notice and will lose any further privilege of having a cat, dog or other pet for the duration of his or her employment as a live-in staff member.
* The Executive Director of Student Living reserves the right to revoke any live-in professional staff member’s privilege to have a pet on campus if deemed necessary.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and accept responsibility for all guidelines listed above as a cat or dog owner under this trial agreement. I understand that under the foregoing terms and conditions, I must remove the cat or dog from campus within 24 hours of the administrative decision to revoke my cat or dog privileges. I further understand that in providing the arrangements herein Utica University is not accepting, and will not be responsible for, any liability, claim or expense resulting from injury to my pet however caused.

Pet Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director of Student Living: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***List of unapproved dogs (subject to change)***

Akita

Alaskan Malamute

American Staffordshire Terrier

Belgian Malinois

Boerboels

Boxer

Bull Terrier

Chow Chow

Dalmatians

Doberman Pinscher

English Mastiffs

German Shepherd

Great Danes

Huskies

Irish Wolf Hounds

Mastiffs

Miniature Pinscher

Papillon

Pekingese

Pit Bull

Presa Canario

Rottweiler

Staffordshire Bull Terrier