

LIVE-IN PROFESSIONAL STAFF PET POLICY

FULL-TIME RESIDENCE LIFE COORDINATORS

- The staff member must discuss their plans with the Director of Residence Life and receive approval before acquiring a pet.
- The Director of Residence Life must approve the pet and the contract must be signed before the pet arrives.
- The only animals allowed will be cats, small dogs and caged animals (limited to hamsters and gerbils). The maximum size of any pet shall be 35 pounds and 18 inches at the shoulder.
- Only 2 pets are allowed per apartment.
- Pets must have all required vaccinations and licenses to be in accordance with the city of Cedar Falls pet ordinances. Updated copies of the licenses and vaccination records must be kept on file in the coordinator's office, and copies must be provided to the Director of Residence Life.
- All pets will be spayed or neutered at the appropriate minimum age. In addition, all cats must be de-clawed by the time they are six months old. A copy of the veterinarian report should be maintained by the staff member and made available to the Director of Residence Life upon request.
- All pets must remain in the coordinator's apartment at all times. Caged animals can be out of their cage when the owner is present. If the owner needs to leave the room, the animal must be placed in its cage.
- Anytime the animal is removed from the apartment, it must be in a pet carrier, or carried/led on a leash directly and promptly to the nearest exit.
- The animal is not to be taken into any other residence hall.
- Coordinators must arrange for care of the pet when they are away on weekends, vacations, or extended periods of time. This should be a fellow coordinator or another individual, not a student or student staff member.
- All animal feces must be disposed of properly on a regular basis. It is the owners' responsibility to shovel feces from University grounds, dispose of it in a plastic bag, and place it in exterior dump sites (i.e. dumpsters). Nothing is to be flushed in the university (or city) sewage system.
- Coordinators must possess products that will appropriately treat/care for/clean pet "accidents."
- The staff member will take all reasonable precautions to protect the property of the University and the residents. All costs for repairs relating to damages caused by the pet will be the responsibility of the staff member.

- There will be a damage deposit in the amount of \$300.00 per pet. This deposit is non-refundable. If the cost of repair, replacement, or cleaning exceeds the damage deposit, the staff member is responsible for the full amount.
- There will be an initial apartment condition inventory completed by the staff member and checked by the Director of Residence Life prior to the pet's presence. The Director of Residence Life maintains the right to conduct apartment inspections at any time.
- The Director of Residence Life will check each apartment that has pets once/semester and once in the summer. This must be arranged by the Residence Life Coordinator.
- The staff member is fully responsible for the pet. All liability for the actions of the pet will be the responsibility of the staff member. The Department of Residence requires the coordinators to maintain liability insurance (renter's insurance) on the pet.
- Any concerns by residents, staff or other university personnel about health, safety, disruption, or damage should be directed to the coordinator. Coordinators **MUST** be receptive to complaints and respond accordingly. This includes notifying the Director of Residence Life of concern(s) raised.
- In the event of a formal grievance or significant complaint, the Director of Residence Life will determine whether the continuation of that coordinator's pet privileges will be terminated. (A formal grievance constitutes a written document identifying problems the person has with the pet.)
- If complaints about allergies are determined to be legitimate by the Director of Residence Life, the pet owner will be expected to remove the pet(s).
- Prior to vacating the apartment, the coordinator will schedule a tour of the apartment with the Director of Residence Life to conduct a pre-inspection of the apartment and furnishings.
- Upon vacating the apartment, in addition to the typical cleaning the custodial staff provides (shampooing carpets, washing and/or painting walls), the coordinator is responsible for cleaning furniture with cleaning products and will pay for additional cleaning.
- As appropriate, coordinators are expected to be able to explain the pet policy rationale to students and/or parents.

