



Resident Director Pet Policy

Residential Life Department

Rationale

The Department of Residential Life is intentional about the recruitment, retention and morale of its Resident Director (RD) staff. In order to ensure that we recruit quality candidates to Pacific Lutheran University, retain a highly functioning staff, and encourage positive job satisfaction, Residential Life encourages RDs to make their apartments their home. An RD apartment, while often furnished by the University, needs to be a space where an RD feels comfortable. Additionally, it should be a space where a staff member can unwind and regenerate from what can be a stressful position.

With this philosophy in mind, the Department of Residential Life allows RDs to own pets under certain guidelines and restrictions. The following policy outlines these requirements. These guidelines ensure the responsible ownership of animals in the residence halls.

The Policy

Only domesticated, common household pets will be allowed. Pets of vicious or aggressive disposition deemed by the Department of Residential Life to be potentially harmful to the health and safety of others are prohibited. Resident Directors are allowed to have two animals plus fish at any given time. For example, an RD may have a rabbit and a cat and a fish tank. The following details of the policy outline the specifics and are to be observed at all times. Questions or clarification regarding the Pet Policy and its implementation should be directed to the Associate Dean of Campus Life, Executive Director of Residential Life.

Domestic House Cats

- All cats must be neutered / spayed by 6 months age. The RD must immediately provide written proof of this procedure to the Associate Dean of Campus Life, Executive Director of Residential Life or designee. This documentation must be kept on file in the Residential Life Office. Kittens not yet old enough for surgery must have the aforementioned documentation presented by a deadline prescribed by the Associate Dean of Campus Life, Executive Director of Residential Life or designee at the time the pet is brought into the apartment.
- Cats must have regular (annual) vaccinations for rabies and distemper and must wear proof of such immunizations as required by State / County law.
- Cats must wear a "Pet ID Tag" on their collar at all times.

Other Animals

- Animals such as hamsters, rabbits, ferrets, and other small rodents are allowed as long as RD cares for them properly and in accordance with the guidelines below.
- Animals such as turtles and snakes are allowed as long as RD cares for them properly and in accordance with the guidelines below. Poisonous reptiles are prohibited.
- Birds such as parakeets and parrots are allowed as long as RD cares for them properly and in accordance with the guidelines below.

Fish and Other Aquatic Animals

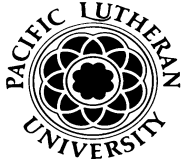
- Total mass of aquariums must not exceed 100 gallons.

Dogs

- Dogs must be considered a small breed not to exceed 25 pounds.
- All dogs must be neutered/spayed by 6 months of age. The RD must immediately provide written proof of this procedure to the Associate Dean of Campus Life, Executive Director of Residential Life or designee. This documentation must be kept on file in the Residential Life Office.
- Dogs must have regular (annual) vaccinations for rabies and distemper and must wear proof of such immunizations as required by State / County law.
- Dogs must wear a "Pet ID Tag" on their collar at all times.

Guidelines for Resident Directors with Pets

- The Resident Director will remove – immediately upon notification - pets that constitute a nuisance, health hazard, or threat to other residents or the community as based on the opinion of the Associate Dean of Campus Life, Executive Director of Residential Life, or designee.
- Resident Directors are required to complete the form at the end of this policy and to keep it updated during their tenure at PLU.
- Resident Directors must provide the contact information of a third party who is willing to take care of the pet should the Resident Director become incapacitated and/or is not able or eligible to continue proper care for the pet (see form below).
- When moving the pet in and out of the building, the Resident Director will be expected to use the most expedient route, minimizing the time in areas where pets are not allowed according to the University pet policy.
- When outside the Resident Director apartment the pet must be under the complete control of the owner at all times.
- Resident Directors are responsible for cleaning any pet related messes immediately.
- All liability for the actions of the animal (bites, scratches, etc) is the responsibility of the owner and not the University.
- Resident Directors are expected to take all necessary steps to keep their apartments clean and free of pet related types of pests. Cages and litter boxes must be kept clean and pet foods must be stored in appropriate containers.
- The Resident Director will submit a \$200 damage deposit that will be kept in a university account for the duration of employment. The Resident Director is responsible for all cleaning or damage costs that are associated with the pet (see also specific instructions pertaining to certain types of pets). Upon departure from the University, the Resident Director is responsible for any damage caused by the pet. Damages will be assessed and a repair estimate will be called for in collaboration with other applicable university departments assisting in repair work. The cost of the repair or replacement will be the responsibility of the Resident Director and will be paid to the University in full. The \$200 damage may be applied to cover any assessed damages. Damages that exceed this \$200 deposit are still the responsibility of the Resident Director. The Resident Director is responsible for any cleaning costs beyond the normal routine deep cleaning costs that are standard at the end of employment/move out. If the cleaning costs exceed the usual charge for deep cleaning, the \$200 damage deposit will be applied to this cost. If the cleaning costs do not exceed the average charge and there are no assessed damages the damage deposit will be returned to the Resident Director once all cleaning services/inspections are complete.
- When cleaning, all paper, cedar shavings, litter, etc. used in maintaining cages and litter boxes, must be sealed in plastic bags and placed in an outside trash receptacle, not in a residence hall common area trash can.
- The Residential Life Department reserves the right to require that pest treatments and apartment repairs be facilitated at any reasonable time after or during the contract period. All costs for these treatments and repairs are the responsibility of the Resident Director.
- All pest treatment and cleaning services for the apartment must be licensed businesses and arranged in advance by the Department of Residential Life.
- Resident Directors are expected to take all necessary steps to insure that their pet does not disturb neighboring residents at any time. This is particularly important in regard to noise.
- No pets are to be kept for the purposes of food production (i.e. laying eggs, meat, etc).
- No pets are to be kept for the purposes of research (lab animals, etc).
- The University will not take responsibility for the pet in any way. In all cases, precedence will be given to the health, safety, and well-being of other residents over the needs of the pet or pet owner. This is particularly true in the requirement for pest control services and apartment repairs. All reasonable attempts will be taken to protect the health and safety of the pet, but the University will not be held liable if a pet becomes ill or dies, or if the pet escapes from the apartment during an inspection, pest control treatment, or maintenance task.
- The Resident Director is responsible for ensuring the care of all pets when they are going to be away from their apartment for an extended period of time (i.e. vacation, conference, retreat, etc).



Resident Director Pet Approval Form
Residential Life Department

This document is required **prior to the acquisition of a pet.** A separate form for each pet is required.

Type of Pet: _____ (1) Pet Tag Number: _____

I have read and agree to all provisions listed in the PLU Pet Policy

Resident Director Name (Print or Type): _____

Resident Director Signature: _____ Date: _____

Local Mailing Address: _____ Phone: _____

Physical Description of Pet/Name: _____

Name of Veterinarian: _____ Phone: _____

If applicable, attach documentation from a licensed veterinarian certifying that your pet has been vaccinated for rabies and distemper. Also, provide documentation that the pet has been neutered or spayed (or complete the following):

My pet will be neutered or spayed no later than: _____

N/A: _____

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PROVIDE THE NAME, ADDRESS, AND FULL TELEPHONE NUMBER OF A THIRD PARTY WHO WILL ASSUME RESPONSIBILITY FOR THE PET SHOULD THE OWNER BECOME INELIGIBLE OR UNABLE TO KEEP IT:

NAME: _____

ADDRESS: _____

PHONE NUMBER (include area code): _____

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Associate Dean of Campus Life, Executive Director of Residential Life

Signature: _____

Date: _____