

Pets on Campus Policy Exception for Visiting Professionals Requirements and Agreement

Northern Arizona University allows pets in on-campus temporary residences provided to visiting professionals provided the appropriate steps for approval are taken prior to the pet's arrival on campus and all other applicable requirements of the university's *Pets on Campus* policy are met.¹ Pets are permitted in these private residential spaces only if the pet's presence, noise, odor, and waste do not constitute problems for adjacent residents, Housing and Residence Life, Facility Services, or the university at large. Sensitivity to the needs of the community, such as those with allergies and to those who fear animals (including openness to complaints or feedback) is essential. Pet approval and agreement are not needed for fish in reasonable numbers in appropriate containers.

Only approved animals are allowed in on-campus visiting professional temporary residences. Visitors who have not completed this agreement and submitted the required deposit are not allowed to have animals in their living space.

Dangerous, poisonous, illegal, or exotic animals or insects are not allowed. The university will consider the following factors, among others, to determine whether the pet shall be approved:

- The pet is too large for the staff apartment
- The pet is not intended to live indoors (e.g. cows, llamas, emus, etc.)
- The pet's presence would unreasonably impact or force another individual from housing (e.g. serious allergies)
- The pet's presence otherwise violates individuals' right to peace and quiet enjoyment
- The pet is not housebroken
- The pet's vaccinations are not current
- The pet poses or has posed a physical threat to any individual or property such as by exhibiting aggressive behavior

Approved pet owners must be knowledgeable of and abide by Coconino County animal licensing and vaccination requirements, as the University enforces equivalent requirements on its property. It is the visiting professional's responsibility to know, understand, and comply with these laws and regulations. The university may require documentation of compliance, which may include a vaccination certificate and proof of licensing.

Approval Process

- The visiting professional must contact the Office of the President in writing BEFORE acquiring a pet or bringing it into their temporary on-campus residence.
- The University must approve the pet (with the exception of permitted fish) in writing and the visiting professional requesting the pet must complete the Pet Agreement PRIOR to the pet's arrival.
- Generally, only one pet is permitted an exception to this limitation is granted.
- Renters insurance is not required, but bodily injury coverage including pet bite/scratches is highly encouraged.
- The visiting professional must also submit current documentation of the following to the Office of the President within two weeks of the pet's arrival:
 - Type of animal and its name

¹ NAU's *Pets on Campus* policy does not apply to service and assistance animals. See the university's *Service and Assistance Animals* policy and the Disability Resources website for more information about service and assistance animals on NAU property.

- Proof of rabies vaccine (if applicable)
 - Dog license if applicable (required by Coconino County)
 - Any other documents or licensing as required by law
- A \$100.00 damage deposit may be required at the time the pet is registered with the Office of the President. The deposit will be collected and refunded by university. Payment by check to Northern Arizona University may be submitted to the Office of the President.
 - The deposit will be refunded after an inspection and assessment of any damages in the apartment. The visiting professional will need to provide a forwarding address; a check will be mailed to that address unless a portion or all of the deposit is used to pay for damages.
 - If significant damages beyond the amount of the deposit occur, the pet owner will be billed.

Behavioral Expectations

- The visiting professional must assure that the pet does not interfere with the routine activities of the residence facility or cause difficulties for other residents, visitors, or staff.
- The visiting professional is fully responsible for the pet and its behaviors (regardless of if the pet belongs to an affiliate). All liability for actions of the pet in direct contact with others (bites, etc.) is the responsibility of the owner, not the responsibility of Northern Arizona University or the Arizona Board of Regents.
 - The pet's waste must be cleaned up and properly disposed of in a safe and sanitary manner and, when provided, must use animal relief areas designated by NAU.
 - The visiting professional must ensure the pet is well cared for at all times (*e.g.*, cleaning the pet, feeding, providing water, disposing of waste, etc.). Any evidence of mistreatment or abuse may result in immediate removal of the pet. Any concerns of illegal behaviors in regards to the pet will be reported to proper authorities.
- As staff offices are a reception area for students and others, pets are not allowed in offices.
- When the pet is outside the visiting professional's temporary residency, it must be in an animal carrier or controlled by a leash or harness at all times. Pets are not allowed in any university facilities including academic, administrative, or dining facilities.
- The pet must be properly housed and restrained or otherwise under the dominion and control of the visiting professional or other handler at all times. The animal may not be permitted to go loose or run at large.
 - If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from university housing or the Flagstaff mountain campus.

Security and Access

Visiting professionals and Affiliates may be given card and key access to their communities based on meeting departmental expectations (background checks, completing agreement, etc.). These expectations are in place to uphold the security and safety of the residential communities. As such, and in accordance with university policy and the Jacks Card terms and conditions:

- **Pet Sitting:** Individuals without approved access to residential communities are not allowed to have unescorted access into any community to "pet sit", including access to staff/Affiliate ID cards, apartment keys, and office keys.

Facilities Expectations and Damages

- NAU personnel shall not be required to provide care or food for any pet, including but not limited to removing the animal during emergency evacuations for events such as fire alarms.

- Emergency personnel will determine whether to remove the pet and may not be held responsible for the care, damage to, or loss of the pet.
- Accommodations must be made when necessary for university staff to enter the apartment when the visiting professional is not present. The pet should be properly controlled or temporarily removed from the residence during the time that staff are in the apartment.
- Facility Services may schedule inspections for fleas, ticks and/or other pet related pests. If pet related pests are present, a university-approved pest control service will fumigate the apartment. The department will bill the pet owner for the expenses of any pet-related pest treatments.
- The visiting professional will be responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to university premises. Damage assessment will occur after the visiting professional vacates the apartment. If a visiting professional moves from one apartment to another, an assessment will be made of cleaning/damages for the former apartment. If cleaning/damage charges are assessed against the deposit, the balance must be brought back to \$100.00.

Removal of Pet

- The university may require the individual to remove the pet if:
 - It poses a threat to the health or safety of others or causes property damage to the property of others
 - The staff member does not comply with the university's *Pets on Campus* policy or otherwise violates the *Pets on Campus* policy exception agreement
 - The pet or its presence creates a disturbance or interferes with the university community
 - The pet's presence results in the fundamental alteration of a university program

The university will base decisions regarding pet removal upon consideration of the behavior of the pet at issue, and not on speculation or fear about the harm or damages an animal may cause.

- Any violations of the *Pets on Campus* policy or *Pets on Campus* policy exception agreement will at minimum result in a warning to the visiting professional and may result in requiring specific reasonable action on the part of the visiting professional. A second violation or egregious first violation shall result in the removal of the pet from the residence.
- If a pet is to be removed against the wishes of the owner based on a university decision, the owner should be notified in writing and have 48 hours to seek an alternate place of residence for the pet. Before such decisions are made, the owner may be given an opportunity to respond to the concern(s) and correct the situation, if appropriate.
- In the case of visiting professionals being found to have an unapproved pet, the visiting professional must remove the pet within 24 hours of receipt of written notice and will not be eligible for pet privileges for the remaining duration of their stay in temporary campus housing.

Visiting Professional Temporary Campus Residence Pet Agreement

I, _____, as a visiting professional temporarily occupying a Northern Arizona University campus residence, agree to follow policies related to pet ownership and apartment living at Northern Arizona University as outlined herein. My initials next to the items below indicate my understanding of the policies and compliance with all rules and regulations.

Behavioral Expectations

_____ The visiting professional must assure that the pet does not interfere with the routine activities of the residence facility or cause difficulties for other residents, visitors, or staff.

_____ The visiting professional is fully responsible for the pet and its behaviors (regardless of if the pet belongs to an affiliate). All liability for actions of the pet in direct contact with others (bites, etc.) is the responsibility of the owner, not Northern Arizona University or the Arizona Board of Regents.

- The pet's waste must be cleaned up and properly disposed of in a safe and sanitary manner and, when provided, must use animal relief areas designated by NAU.
- The visiting professional is required to ensure the pet is well cared for at all times (e.g. cleaning the pet, feeding, providing water, disposing of waste, etc.). Any evidence of mistreatment or abuse may result in immediate removal of the pet. Any concerns of illegal behaviors in regards to the pet will be reported to proper authorities.

_____ As staff offices are a reception area for students and others, pets are not allowed in offices.

_____ When the pet is outside the staff apartment, it must be in an animal carrier or controlled by a leash or harness at all times. Pets are not allowed in any university facilities other than university residential communities.

_____ The Pet must be properly housed and restrained or otherwise under the dominion and control of the visiting professional, their affiliate(s), or designate at all times. No visiting professional shall permit the animal to go loose or run at large.

- If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from university housing.

Security and Access

Visiting professionals or affiliates are given card and key access to their communities based on meeting departmental expectations (background checks, completing agreement, etc.). These expectations are in place to uphold the security and safety of the residential communities. As such, and in accordance with the Standards of Residence and Jacks Card terms and conditions:

_____ **Pet Sitting:** Individuals who are not approved to have access to University residential communities are not allowed to have unescorted access into any community to "pet sit", including access to staff/affiliate ID cards, apartment keys, and office keys.

Facilities Expectations and Damages

_____ NAU personnel shall not be required to provide care or food for any pet, including but not limited to removing the animal during emergency evacuations for events such as fire alarms.

- Emergency personnel will determine whether to remove the pet and may not be held responsible for the care, damage to, or loss of the pet.

_____ Accommodations must be made when necessary for university staff to enter the apartment when the staff member is not present. The pet should be properly controlled or temporarily removed from the residence during the time that staff are in the apartment.

_____ Facility Services may schedule inspections for fleas, ticks and/or other pet related pests. If pet related pests are present, a university-approved pest control service will fumigate the apartment. The department will bill the pet owner for the expenses of any pet-related pest treatments.

_____ The visiting professional will be responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to university premises. Damage assessment will occur after the visiting professional vacates the apartment. If a visiting professional moves from one apartment to another, an assessment will be made of cleaning/damages for the former apartment. If cleaning/damage charges are assessed against the deposit, the balance must be brought back to \$100.00.

Removal of Pet

_____ The university may require the individual to remove the pet if:

- It poses a threat to the health or safety of others or causes property damage to the property of others
- The visiting professional does not comply with the *Pets on Campus* Policy or the *Pets on Campus* policy exception agreement
- The pet or its presence creates a disturbance or interferes with the university community
- The pet's presence results in the fundamental alteration of a university program

The university will base such decisions upon consideration of the behavior of the pet at issue, and not on speculation or fear about the harm or damages an animal may cause.

_____ Any violations of the Pet Policy will at minimum result in a warning to the visiting professional and may result in requiring specific reasonable action on the part of the visiting professional. A second violation or egregious first violation may result in the removal of the pet from the residence.

_____ If a pet is to be removed against the wishes of the owner based on a university decision, the owner should be notified in writing and have 48 hours to seek an alternate place of residence for the pet. Before such decisions are made, the owner may be given an opportunity to respond to the concern(s) and correct the situation, if appropriate.

_____ In the case of visiting professionals being found to have an unapproved pet, the visiting professional must remove the pet within 24 hours of receipt of written notice and will not be eligible for pet privileges for the remaining duration of their stay in temporary campus housing.

Anticipated arrival date: ____ / ____ / ____

Visiting Professional Signature: _____

Date: ____ / ____ / ____

University Approver Signature: _____

Date: ____ / ____ / ____

Request Status: ___ **Approved** ___ **Denied**

Actual arrival date: ____ / ____ / ____

Date supporting documentation due: ____ / ____ / ____

Type of animal: _____

Name of animal: _____

Proof of rabies vaccine (if applicable), date received: ____ / ____ / ____

Dog license if applicable (as required in Coconino County), date received: ____ / ____ / ____

Other: _____

Deposit, date received: ____ / ____ / ____

Deposit, amount: _____

Status: ___ **Completed** ___ **Not Completed** ___ **Approval Rescinded**
