Housing and Residence Life
Service and Support Animal Agreement

First Name: ______________________  MI: _______  Last Name: _________________________  
L#__________________________  Phone: ________________________________

Animal Name: _______________________________  Animal Type: ____________________________
Animal Breed: _______________________________  Hair Length: ____________________________
Veterinarian Name: __________________________  Veterinarian Phone: ______________________
Emergency Contact/ relationship____________________________  Contact Phone:_____________

Please review each segment and initial each paragraph. The student requesting the service must complete this form. If the student is under the age of 18, the parent or legal guardian must also sign the agreement.

Guidelines for animal care:

_____ The student who benefits from the Approved Animal’s use (the Owner) is responsible for its care and supervision.

_____ The animal must be housebroken. The Owner is also responsible for ensuring the cleanup of the animal’s waste and, when appropriate, must toilet the animal in areas designated by the University consistent with the reasonable capacity of the Owner. Outdoor animal waste such as dog feces must be immediately retrieved by the Owner, placed in a plastic bag, and securely tied before being disposed of in an outside trash dumpster. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

_____ The Owner must effectively control the animal at all times. The animal cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control the animal, or if
it poses a direct threat to the health and safety of others, the permission to keep that particular animal in University housing will be rescinded until such time as the problem is rectified.

____ If any animal neglect is suspected, Residence Life will contact the student and Lander University Police. The student should take on the entire responsibility of the animal. The animal should not be left alone in the unit for extended periods of time.

____ The Approved Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the shots normally required for a healthy animal. Animals other than cats and dogs to be housed in University residences must have an annual clean bill of health from a licensed veterinarian. Documentation may be a vaccination certificate or a veterinarian’s statement regarding the animal’s health and must be updated yearly. The University has the authority to direct that the animal receive veterinary attention.

____ The animal should have and wear, at all times, a tag identifying the owner and providing contact information in case of emergency, as well as a current rabies tag.

____ The University reserves the right to request documentation showing that the animal has been licensed, if required by local law.

____ Service Animals may travel freely with their Owner throughout University residential and other areas of the University, with the exception of areas which may pose a threat to health or safety or create an undue burden (see “Areas off Limits to Service Animals” below). They must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

____ Support Animals must be contained within the privately assigned residential area (room, suite, house, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residential area, the Owner of a Support Animal shall carry an Approved Accommodation letter from the Office of Disabilities as documentation that the animal is approved.

____ Areas off Limits to Service Animals: The University may prohibit the use of Service Animals in certain locations because of health and safety restrictions, for example, where the animals may be in danger or their use may compromise the integrity of research. Restricted areas may include but are not limited to the following: custodial closets, boiler rooms, facility equipment rooms, areas where protective clothing is necessary, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals, such as food preparation areas.

____ Support Animals may only be in living spaces assigned to that particular animal or Counseling Services, when appropriate. Prior written authorization from Residence Life is required for the
animal to visit other residential areas. (except when being transported off campus with the Owner or being taken directly to or from appropriate toileting locations).

Guidelines for interaction with roommates and the community:

_____ The Owner is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages property.

_____ The Owner is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the unit. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community.

_____ Residence Life staff will make reasonable effort to notify residents in its facilities of where an Approved Animal may be located. Students with medical conditions that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Residence Life if they have a health or safety-related concern about exposure to a Service or Support Animal. The University is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to Approved Animals. Conflicts will be resolved in a timely manner. The potentially conflicting needs of all persons involved will be considered.

_____ Approved Animals may not be left overnight in University residences to be cared for by another student. Approved Animals must be taken with the Owner if the Owner leaves campus for a prolonged period. In the event that an emotional support animal is left alone in a room or apartment for longer than a reasonable time, and is not being attended to as needed (food, time outside, etc.), or is creating a disturbance, the Department of Housing and Residence Life will contact the resident or their emergency contact to remove the emotional support animal IMMEDIATELY. Such action may be taken by the university without liability.

_____ When an Approved Animal is left alone in a room or residence without the Owner for short periods of time, it must be kept in a crate, cage, carrier, or other container to insure that it will not interfere with University staff who may need to enter the unit. An approved animal may not be left in the care of another person.

Additional Agreements

_____ The student is financially responsible for the actions of the animal, including bodily injury, property damage, replacement of furnishings, floor coverings, windows, blinds, or any other
materials in the residence. The student will cover all costs for cleaning, repair, and replacement to return the unit to the same condition as at move-in.

Residence Life will inspect the residence unit on a regular basis, minimally once per semester. If fleas, ticks, or other pests are discovered, the unit will be treated using appropriate methods by University-approved pest control services, and the Owner’s account will be billed for any pest treatment expenses beyond standard pest management in campus residences.

The university recommends the Owner maintain an air purifier that is appropriate for the square footage of the residence where the approved animal resides. This is a preventative measure to reduce any possible allergens in the air.

The Owner must notify Residence Life in writing if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. To replace an Approved Animal, the Owner must file a new Service and Support Animal Agreement.

If the Owner moves to a different location within University housing, the Director of Housing and Residence Life will assign a Residence Life staff member to oversee the move, arranging for staff notification, training, and assistance with reintroduction of the animal to a new community.

The Department of Residence Life may relocate the Owner and approved animal as necessary.

Any violation of the above rules may result in immediate removal of the Approved Animal from the University and may be reviewed through the Student Conduct system. The Owner will be afforded all of the rights and procedures of that process.

Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations.

I have read and agree to the terms of Residence Life’s Service and Support Animal Agreement. I understand that this signed agreement becomes a part of my housing contract. I understand that if I have questions, concerns, or need assistance that I may call the Director of Housing and Residence Life. I further understand that failure to comply with the terms of this agreement could result in disciplinary charges and the immediate removal of the animal from University Housing.

I understand that this document may be amended as the University deems necessary. I further understand that any changes to this document will be communicated to me via my Lander University email address.