

# College Houses Animal Policy

Excerpts from the College Houses Rules of Operation

## Animal Policy

- A. Prospective members wishing to bring an animal on site must register their animal with the College Houses Office by submitting an **Animal Registration Form** and the **deposit** (if applicable) before the animal is brought on site. This policy covers both long term and short term housing of animals (including fostering).
- B. Members and their guests are expected, and required by contract, to abide by the **College Houses Standards of Behavior by Animal and Animal Owner**.
- C. Members with animals may not move into rooms listed as animal-free by their house, and members living in rooms designated as animal-free may not acquire pets during their stay (unless they change rooms). The Membership Coordinator for each house maintains a list of animal-free rooms as designated by the Governance Committee.
- D. Animals on property must be owned and cared for by individual residents of the house. A house may not procure an animal that is the collective responsibility of the house or the organization.
- E. No dogs are allowed unless the owner completes an Animal Registration Form qualifying the dog as a Service Animal or Emotional Support Animal.
- F. Illegal animals, wild animals, livestock and potentially dangerous animals are not allowed.

## Violations

- A. Violations: Any member found to be in violation of any part of the Animal Policy (including incomplete documentation and/or failure to furnish a pet deposit, if applicable) will be charged a **\$100/week** (which may be prorated per day) **Animal Policy Violation Fee** until the resident is in full compliance with the College Houses animal policy OR the animal is removed from the property.
- B. Up to \$200 of the animal policy penalty fees can be converted to the refundable pet deposit upon full compliance. Upon incurring \$300 in penalty fees, College Houses may terminate the resident's contract.

## Pet Fees and Pet Deposit

- A. Residents bringing a pet to College Houses (service animals and emotional support animals are not considered pets) are responsible for paying the following costs up-front in order for their Animal Registration Form to be approved: a **\$50 per pet, non-refundable pet fee**; and an additional, **refundable pet deposit up to \$200**.
- B. The \$50 pet fee will be retained by College Houses to cover pest control, cleaning, and other costs.
- C. College Houses may bill the pet owner for the cost of any pest management (for example, flea removal) incurred during their stay. The pet owner is also responsible for any damage to carpet, furniture, bedding, walls, odor control, etc. above and beyond that which is necessary to put the room back into an acceptable condition; a pet owner can be charged additional costs beyond their pet deposit.
- D. Please refer to your house Membership Coordinator for the guidelines concerning pets access to shared spaces on College Houses property.

## Pet Fee Categories

- A. Cats and any caged mammals exceeding a 6 cubic feet enclosure: \$200 per animal
- B. Temporary fosters of kittens (up to 3 kittens) require documentation of fostering: \$200 per room (not per animal) Status of fosters kittens must be updated by the resident at the end of each semester.
- C. Caged bird: \$100 per animal
- D. Small, caged animals kept in cages that may not exceed 6 cubic feet (gerbils, hamsters, etc.): \$100 per animal
- E. Aquarium/terrarium with a capacity of less than 25 gallons (fish, reptile, amphibian): \$100 per enclosure (Aquariums/terrariums with a capacity of greater than 25 gallons are not permitted)
- F. Aquariums and terrariums with a capacity of less than 2 gallons of water: No charge
- G. Exotic animals and any associate requirements for registering them with the College Houses Office will be reviewed on a case-by-case basis by the College Houses Office in coordination with the house; pet deposit may vary up to \$200.
- H. For all others, the College Houses office will determine a pet fee of up to \$200 on a case by case basis.

# College Houses: Standards of Behavior by Animal and Animal Owner

**Health, sanitary, safety, and disruptive standards must be maintained as follows:**

- \_\_\_\_\_ Animals require **daily** food and attention, as well as a daily assessment of their general health, behavior, and overall welfare.
- \_\_\_\_\_ Animals **cannot be left unattended** for 24 hours at any time. If the owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere or by another individual.
- \_\_\_\_\_ **Animal feces**, defined as cat litter box contents and any solid animal waste, must be disposed of promptly and properly. Animal feces may not be disposed of in any common/shared area trash receptacles or the sewer system inside any College Houses building.
- \_\_\_\_\_ Residents with cats must properly **maintain litter boxes**. In consideration of the health of the cat and occupants of the building, cat litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- \_\_\_\_\_ Animal **accidents** within the resident's room or building must be promptly cleaned up using appropriate cleaning products.
- \_\_\_\_\_ Regular and routine cleaning of floors, kennels, cages, tanks, and litter boxes must occur. **The odor of an animal emanating from the resident's room is not acceptable.**
- \_\_\_\_\_ Any **flea infestation** must be attended to promptly by a professional extermination company at animal owner's expense. Animal owners are expected to promptly notify the College Houses Office and arrange for extermination when a flea problem is noted. Animal owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths; however, because not all of the precautions listed here can prevent flea and tick infestations, the animal owner is responsible for extermination costs incurred during their stay or after vacating a room.
- \_\_\_\_\_ **Animals must not be allowed to disrupt others** (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a **threat or nuisance** to members, staff, or the property, as determined by the Executive Director, must be removed within seven (7) days of notification. If police determine that the animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the owner and the owner can change the behavior of an animal so that the pet does not have to be removed, then a written action plan must be submitted to the Executive Director by the owner. The action plan must outline the action that will take place to alleviate the problems and also must give a deadline as to length of time the plan will take. Any action plan must meet the approval of the Executive Director. The day after the deadline for removal from the property, College Houses staff will do a room inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action; which could include contract cancellation. An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior.
- \_\_\_\_\_ The animal owner will take all **reasonable precautions** to protect members, staff, and residents; as well as the property of College Houses and of the residents. The owner will notify their House Director/Trustee if the animal has **escaped** it confines and is unable to be located within twelve (12) hours.
- \_\_\_\_\_ All **legal and financial liability for the actions of the animal** (bites, scratches, etc.) is the responsibility of the animal's owner.
- \_\_\_\_\_ College Houses staff, officers, and members may contact the Austin Police Department Animal Cruelty Unit to report the **abuse or neglect** of any animals on the property.

## Agreement

<p>I have read the College Houses <b>Animal Policy</b> and the <b>Standards of Behavior by Animal and Animal Owner</b>. I understand that I am governed by these policies, and I understand that violating these policies may result in penalties ranging from financial charges to housing contract termination.</p>	<p><b>Printed Name:</b> <b>Signature:</b> <b>Date:</b></p>
<p>I affirm that all <b>legal and financial liability for the actions of the animal</b> (bites, scratches, etc.) is solely my responsibility as the animal's owner.</p>	<p><b>Printed Name:</b> <b>Signature:</b> <b>Date:</b></p>

## Animal Registration Form

<b>Resident Full Name</b>	
<b>House</b>	<u>    </u> <b>21st Street</b> <u>    </u> <b>Halstead</b> <u>    </u> <b>Laurel</b> <u>    </u> <b>Nueces</b> <u>    </u> <b>Opsis</b> <u>    </u> <b>Pearl</b> <u>    </u> <b>Taos</b>
<b>Name of Animal(s)</b>	
<b>Physical Description</b> Please include: Species/Breed Coloration Identifying Characteristics	
<b>Photograph of the Animal(s)</b>	
<b>Description of Enclosure</b> Please describe how the animal will be contained within your room and <u>approximate dimensions of the enclosure</u> (i.e. cage, aquarium, terrarium, etc. if applicable).	
<b>Request for Accommodations</b>	If the animal is a Service Animal or Emotional Support Animal, then in addition to this form, the resident must concurrently submit an <b>Accommodation Addendum</b>

### Animal Care

<b>Austin Free/Low Cost Services</b> I am aware of these services in Austin.	<b>Information:</b> <a href="http://www.austintexas.gov/department/free-and-low-cost-services">http://www.austintexas.gov/department/free-and-low-cost-services</a> <b>Resident Initials:</b>
<b>Veterinary Contact</b> Provide information for a veterinary contact <u>in the Austin area</u> that you intend to use for veterinary care/services for the animal and/or where you will take the animal in the event of an emergency.	

### Office Use Only

<b>Office Approval</b>	Signature below indicates the College Houses Office has reviewed the Animal Registration Form and assessed the pet deposit below. Per the Animal Policy, <u>final approval</u> of an animal is contingent on the resident securing <u>house approval</u> (AND <u>roommate approval</u> , if resident has a double contract).
<b>Printed Name and Title</b>	
<b>Signature</b>	
<b>Pet Fee Assessed</b> Non-Refundable	
<b>Pet Deposit Assessed</b> Refundable	