

## Assistance Animal Owner Agreement

Student Legal Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Residence & Room: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Earlham College will not ask for or require the owner to pay a fee or surcharge for an approved animal. The owner is solely responsible for the custody and care of their animal and must adhere to the following responsibilities:*

### Owner Responsibilities

- Animals on campus must be an approved accommodation through Disability and Accessibility Services (DAS). Any unapproved animal found in college housing must be removed by the owner within 24 hours. After 24 hours, the animal will be removed at the owner's expense. The fine for the discovery of an unapproved animal is \$200 not including any cost associated with removal.
- An animal is only allowed in the owner's room in housing except when taking the animal outside. When an animal is outside of their owner's room, the animal must be in a carrier, cage, or controlled by a leash or harness.
- An animal must be under the dominion and control of their owner at all times. Animals are not permitted to run loose on campus property. If an animal is found on campus property, the animal is subject to capture, confinement, and immediate removal from campus at the owner's expense. An animal may also be removed if it regularly escapes the owner or demonstrates an overpowering of the owner.
- The owner is responsible for the disposal of their animal's waste or for making the necessary arrangements to ensure waste is disposed of appropriately. Animal waste must be disposed of in a trashcan or dumpster that is outside the residence. No animal waste may be disposed of in any interior trashcan, sink, toilet, or drain. Animal accidents within the room must be promptly cleaned up using appropriate cleaning materials. Litter boxes and cages need to be kept clean. The odor of an animal may not emanate from the owner's room. It is recommended that litter boxes be cleaned daily and litter be fully replaced every two weeks. Bird and rabbit cages should be cleaned no less than once per week. The animal should not urinate or defecate in gardens or cultivated areas on campus.
- Regular and routine cleaning of floors, kennels, cages, litter boxes, and tanks is required.
- No animal may be bathed in any building on campus including residence bathrooms or kitchens.
- If maintenance has to be done in the owner's room, the owner must be present and the animal must be caged. The owner may remove their animal for the duration of the work if desired.
- It is recommended that the animal be caged or in an enclosure when the owner is not present in the room. Should the owner choose not to cage their animal, they will be financially responsible for any property damage caused by the animal.

- The owner is required to ensure their animal is well cared for at all times. Any evidence of mistreatment, abuse, or neglect will result in the immediate removal of the animal. Fees or expenses associated with removal will be at the owner's expense. Consequences for the mistreatment of an animal are included below.
- The owner will be charged for any property damage caused by their animal beyond reasonable wear and tear to the same extent that other students are charged for property damage beyond reasonable wear and tear.
- The owner's living space may be inspected for fleas, ticks, or other pests if necessary as part of the college's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved methods by a college-approved pest control service. Infestations must be reported to Residence Life as soon as discovered. The owner will be billed for the expense of any pest treatment that is found to be attributed to their animal
- No animal may be left unattended for more than 12 hours. Anything beyond 12 hours will be considered neglect and subject to the consequences associated with animal mistreatment. It is the Owner's responsibility to ensure that their animal has appropriate food and water at all times.
- An animal may not be left overnight in college housing to be cared for by any individual other than the owner. If the owner is to be absent from their living space overnight or longer than 12 hours, animals must accompany the owners.
- The owner will provide DAS with the name of a Temporary Assistance Animal Caregiver for Earlham-sponsored events that require overnight accommodation or in the event of an emergency. Temporary assistance animal care may not exceed three days. Owners and Temporary Caregivers must abide by the responsibilities outlined in the Temporary Assistance Animal Caregiver Agreement. Any change in temporary caregiver information should be immediately submitted to DAS.
- In the event of an emergency wherein the owner is missing, incapacitated, or otherwise unable to contact a temporary caregiver for their animal, Earlham College personnel will reach out to the emergency contact on record for care of the assistance animal. Current students, faculty, or staff members cannot serve as emergency contacts.
- Animals are approved for college housing only as long as it is a reasonable accommodation per the owner's disability status and treatment plan. The owner must notify DAS if their animal is no longer needed or is no longer being kept in campus housing.
- Any change in temporary caregiver information should be immediately submitted to DAS.
- In the event of an emergency wherein the owner is missing, incapacitated, or otherwise unable to contact a temporary caregiver for their animal, Earlham College personnel will reach out to the emergency contact on record for care of the assistance animal. Current students, faculty, or staff members cannot serve as emergency contacts.
- Animals are approved for college housing only as long as it is an accommodation per the owner's disability status and treatment plan. The owner must notify DAS if their animal is no longer needed or is no longer being kept in campus housing.
- Should an owner need to request a different animal, they will need to follow the application process again.

## Acknowledgment

I verify that I have read and understand the Emotional and Service Animal Policy. I further understand I must adhere to this agreement and terms to keep my animal on campus.

I understand Disability & Accessibility Services work in collaboration with multiple campus partners including, but not limited to, Residence Life, the Department of Public Safety, and the Department of Facilities. The presence of my animal will be shared on a need-to-know basis to ensure a cohesive process and effective operations. I understand that Earlham College reserves the right to amend the policies and procedures at any time and that the current version is available on the Earlham College website.

## Signatures

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

DAS Signature \_\_\_\_\_ Date \_\_\_\_\_