



Full-time Live-in Professional Staff Pet Policy/Contract

I, _____, as a full-time professional, live-in staff member with the Department of Residence Life, agree to follow policies related to pet ownership and apartment living at Southeastern University. My initials next to the items below indicate my understanding of the policies and compliance with all rules and regulations.

- ☐ The staff member must contact the Dean of Student Learning in writing and approval (with the exception of a fish) must be obtained from the Dean of Student Learning BEFORE acquiring or bringing a pet on campus. Only domesticated animals will be allowed in the apartment.
- ☐ Only dog breeds listed on the approved breed chart (provided by UF Veterinarian Hospital) will be approved for ownership. Mixed breeds may be approved; contact the Dean of Student Learning PRIOR to acquisition. All breeds are not to exceed the small range of weight, or 40 pounds.
- ☐ The staff member is to be fully responsible for the pet(s) in a staff apartment (regardless if the pet belongs to a spouse, child, etc.).
- ☐ Only one dog or cat is permitted per staff member's residence unless the Dean of Student Learning makes an exception.
- ☐ Only domesticated, de-clawed cats will be permitted. There are no restrictions on cat breed.
- ☐ The staff member must have on file with the Department of Student Learning current documentation of the following:
 - Pet Registration Form
 - Dog license or cat license
 - Vaccine requirements (ongoing records must be kept current)
 - An initial apartment condition inventory
 - Any other documents as required by law
 - Renters insurance with a minimum \$300,000 bodily injury coverage, including pet bite/scratches (recommended)
 - Documentation that a cat is declawed
 - Flee Treatment
- ☐ Under normal circumstances, the pet should only be allowed in the staff member's apartment.
- ☐ Pets should be restrained on a leash at all times when outside the apartment.
- ☐ Pets must always have a collar with proper identification as well as rabies tags on at all times.
- ☐ Pets must be spayed and neutered at the appropriate minimum age.

- ☐ The pet must have all updated vaccinations and be in good health. Proof of vaccinations must be submitted to the office of Student Learning.
- ☐ Pets are not allowed on the residence hall floors or in common spaces. Appropriate actions (e.g., boarded at kennel, taken outside by owner, etc.) must be taken when the pets cannot occupy the staff apartment for a given period of time (i.e., fire alarms, pesticide spraying, etc.)
- ☐ Staff members must pick up after their pets and dispose of their waste properly. Waste is to be sealed in containers and disposed of in dumpsters, not smaller individual garbage cans.
- ☐ The staff member is recommended to have the appropriate liability insurance (recommended \$300,000 bodily injury) in the event of a pet bite, scratch, and so forth. Documentation of coverage must be provided to the Dean of Student Learning and be kept on file.
- ☐ All liability for the actions of the animal in direct contact with others (bites, scratches, etc.) is the responsibility of the owner, not the Department of Student Learning or Southeastern University.
- ☐ The University shall not, under any circumstances, be held liable for any personal injury or damages caused by a pet. The staff member agrees to indemnify and hold SEU harmless from all payments, expenses, costs, attorney's fees, and all claims and liabilities for losses or damage to property or injuries to persons caused wholly or in part by, or resulting from a pet which will be living in staff housing at SEU.
- ☐ Necessary accommodations should be made for Facilities and university personnel to enter staff apartments when the staff member is not present. The pet should be properly kenneled/crated or temporarily removed from the residence during the time that university personnel are in the apartment.
- ☐ Pets are to be crated/kenneled when the staff member is not present (during times when staff member is doing work).
- ☐ The pet must never disturb the academic environment of the apartment. The pet must be maintained in a manner that does not disturb other residents due to noise, odor, etc. The staff member/owner must be responsive to complaints from residents, and in the event that a formal grievance is filed with the Dean of Student Learning, the privilege of maintaining the animal may be revoked (provided that the grievance is found to be valid and based upon the severity of the complaint).
- ☐ If a pet is to be removed against the wishes of the owner based on a SEU Department of Student Learning decision, the owner should be notified in writing and 48 hours to seek an alternate place of residence for the pet. Before such decisions are made, the owner should be given an opportunity to respond to the concern(s) and correct the situation, if appropriate.
- ☐ Any and all property damages caused by the animal will be the responsibility of the owner. Damages must be resolved within in a timely manner. An initial apartment condition inventory will be completed by the staff member and signed by the staff member and Associate Vice President for Student Development PRIOR to the pet's presence. The owner will take all precautions to protect the property of the University, Facilities, their apartment, and the residents.

- ☐ To prevent a new staff member's pet-related health concerns, the departing staff member must take all necessary means, and cover all costs, to return the apartment to a pet-free living environment (i.e., carpet cleaned, draperies cleaned, extermination services, getting rid of odors, etc.).
- ☐ The staff member must have on file with the Housing Office a signed Full-time Live-in Professional Staff Pet Registration Form.

I have read the above Pet Policy Contract and agree to abide by all of these policies. I understand that the Dean of Student Learning or his designee may revoke this privilege if I fail to meet any of the above responsibilities. In addition, I understand that my failure to follow these guidelines will be treated as a staff discipline matter, which may impact my employment record with Residence Life.

Signature of Staff: _____ Date: _____

Signature of Dean of Student Learning: _____ Date: _____

Signature of Vice President of Student Development: _____ Date: _____

Type of pet (dog or cat): _____ Breed: _____

Sex: _____ Name of pet: _____ Apartment # & Building: _____

Pet Liability Insurance Waiver

I, _____, acknowledge and accept the risk associated with having an animal in my residential living area. I take full financial responsibility for damages or harm that my animal may cause people or property. I understand that Southeastern University recommends that I get pet insurance; however I have chosen not to purchase such insurance at this time. Further, I hereby absolve Southeastern University of any liability associated with my animal for the duration of my time as a live in professional.

Signature of Staff Owner

Date

Full-Time Live-In Professional Staff Pet Registration Form

Name of Staff Owner: _____ Contact Number: _____

Description of Pet:

Name of Pet: _____ Age: _____

Type: _____ Breed: _____

Color: _____

Current Hgt: _____ Projected Hgt: _____ Current Wgt: _____ Projected Wgt: _____

Documentation Checklist:

_____ Vaccination Certificate/Shot Record (must be kept current)

_____ Dog/Cat License

_____ Proof of Flea Control

_____ Proof of Spaying or Neutering

_____ Apartment Inventory/Condition Sheet

_____ License/Rabies Tag #s _____

_____ Liability Insurance Waiver Form

Emergency Contact Information:

By providing the following information, I understand that the Department of Student Learning has the right (but not the duty) to take my pet to the below listed veterinarian in the event that I cannot be contacted in an emergency.

Veterinarian Name: _____

Phone Number: _____

Address: _____

I have read the Pet Policy/Contract guidelines and I understand that failure to comply with these guidelines may result in the revocation of this registration:

Signature of Staff Owner

Date

Signature of Associate VP of Student Development

Date