

Pet Request, Registration, and Regulation

Procedures for Live-in or Live-on Staff



In response to BOR Resolution BR22-084, these procedures shall be in place for the request, registration, and regulation of pets living with professional live-in or live-on staff. You can find the resolution [here](#).

1. Pet Ownership Guidelines and Expectations

- a. The live-in staff member must be a full-time professional staff member. Graduate or undergraduate staff are not covered by this policy.
- b. Before the pet arrives to campus, the owner must submit a Live-in Staff Pet Agreement. This form will document the pet emergency contact, pet vaccinations, and license information, all of which must be current.
- c. Only one dog, one cat, or one tank (25 gallons or less) of fish are permitted.
- d. The owner is responsible for compliance with current city, county, and state laws and/or ordinances pertaining to licensing, vaccination, and other requirements for their pet. When licensing or vaccination is required, the owner will provide proof of compliance to the University. (<https://www.danbury-ct.gov/DocumentCenter/View/369/Dog-License-Application-PDF>)
- e. The owner will be responsible for all care and management of their pet, and at no time will the University have any liability or responsibility for the care, feeding, or management of the pet or for any injury, illness, or death of the pet.
- f. The owner will be solely responsible for the behavior of their pet, including any injury, illness, or death caused by their pet to any other animal or person. The owner agrees to indemnify and hold harmless the University from all payments, claims, and liabilities for losses or damages to property or injuries caused wholly or in part by the pet or resulting from the pet living in the employee's assigned university housing.
- g. Any pet that poses a health or safety risk to other animals or persons will be quarantined as appropriate in accordance with veterinarian advice and/or removed from the University-assigned residence.
- h. The owner will be responsible for any damages caused by their pet and will pay the full cost of any cleaning or repairs needed to restore their assigned residence to its normal condition as needed.
- i. The owner will provide a photo of the pet to accompany the pet information form that will remain on file with the University.
- j. If the owner will be away for an extended period (Cat – longer than 24 hours; Dog – longer than 8 hours; Fish – longer than 24 hours), the owner is responsible for coordinating care of the animal. Access to the staff apartment may not be granted to others not affiliated with the University except in accordance with policy and/or with the approval of the University.
- k. Pets are not permitted to linger in common areas or residential buildings and must be taken from the building via the shortest and most direct route from their apartment using a leash or pet carrier as appropriate.
- l. All pets must be housebroken and trained to minimize damage and community disturbances.
- m. Owners are responsible for compliance with all applicable ordinances for the City of Danbury and the State of Connecticut. https://library.municode.com/ct/danbury/codes/code_of_ordinances?nodeId=PTIICOOR_CH4AN
- n. The University reserves the right to revoke the approval of a pet at any time. In addition, if the owner fails to properly care for the pet, does not remove the pet from the residence after having been asked to do so, or for any reason deemed appropriate by the Director and Vice President for Student Affairs, the University reserves the right to contact the appropriate authority (i.e., animal control) to have the pet removed.

- o. Should the animal be removed from the premises for any reason, the staff member is expected to fulfill their other employment obligations.
- p. The owner will maintain a renter's insurance policy and a comprehensive general liability insurance policy to cover potential property damage, personal injury, bodily injury, or death. The policy shall have a limit of not less than \$100,000. The owner shall obtain a certificate naming [University] as an additional insured under the policy and provide the certificate to the University on an annual basis. Insurance is not necessary for fish.

2. Standards of Animal Behavior and Control

- a. The owner is responsible for always maintaining proper control of their pet. Proper control includes preventing the pet from jumping on people, running away, or creating any nuisance or unsanitary hazard.
- b. Pets that create a nuisance due to poor behavioral control, noise, barking, growling, displays of aggression, or interference with other residents' rights to peace and enjoyment of their residence may be prohibited from remaining in the University-assigned residence.
- c. Animals that are unclean or create foul odors or unsanitary conditions may be prohibited from remaining in the University-assigned residence.
- d. Any pet that bites or causes significant injury to a person must be removed from the University campus and the staff member's residence and may not be permitted back.

3. Emergencies

- a. The owner should designate an emergency contact person capable of providing care for the pet in the owner's absence.
- b. The owner grants the University permission to provide access to the staff member's residence to the designated emergency contact.
- c. The emergency contact must present identification upon arrival to campus. The owner will be solely responsible for the actions of the emergency contact and is responsible for updating the record should the designated emergency contact change.
- d. In the case of a building fire alarm or evacuation, the owner may crate the pet and carry it from the building or leash the pet and escort it from the building. The University and emergency responders are not responsible for the rescue of any animals.

4. Facilities Guidelines

- a. The owner will take all necessary precautions to protect University property. Food dishes, cages, litter boxes, and the like must be placed on a plastic or protective mat.
- b. Cat litter must be cleaned regularly (at least every other day) and be disposed of in the designated trash container. Cat litter may not be flushed in toilets. Dog feces must be immediately picked up by the pet owner during walks and disposed of appropriately. Pet feces must be disposed of regularly by placing in a sealed plastic bag and disposal in an exterior trash containers/dumpster. Pet feces may not be flushed in university toilets.
- c. Owners must possess appropriate products to treat and clean pet accidents immediately, should they occur in the apartment.
- d. The owner's residence may be inspected for fleas, ticks, and other pests if necessary. If fleas, ticks, or pests are detected through inspection, the residence will be treated using approved pest control methods by a university-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest control measures used in residences where no pets are housed.
- e. The owner must ensure that their pet will not leave their residence except on a leash or in an appropriate carrier and may not wander into the hallways and common areas.

- f. When notice is given that work will be performed in the live-in staff member's residence, the owner is responsible for having the pet crated when maintenance personnel are scheduled to enter the apartment.
- g. The owner is expected to note that a pet resides in their apartment when submitting work orders to notify appropriate custodial and facilities staff. The owner should also request to be contacted by facilities staff prior to entry to the apartment.
- h. University staff will establish an inspection cycle for apartments with pets and provide 48-hour notice prior to an inspection. However, the University maintains the right to conduct inspections at any time should a bona fide emergency or other risk to the safety and welfare of people or the pet exist that warrants an immediate investigation and response.
- i. All damage or cleaning costs will be the sole responsibility of the pet owner and will be billed to their university account.
- j. The live-in staff member will pay any damage or cleaning costs within fifteen (15) days. If not paid within 15 days, the animal will be subject to immediate removal and may not be permitted to return.
- k. Staff members are required to purchase and use protective furniture covers on university provided couches/chairs.

5. Breeds (Dogs and Cats)

- a. Dogs and cats should be a breed that will have a positive quality of life while living in a relatively small apartment.
- b. When considering a breed, the owner should consider factors such as shedding, barking, and required exercise level for the pet.
- c. The University may restrict, and will communicate, the breeds permitted to live on-campus.

6. Complaints and Concerns

- a. Complaints or concerns about a live-in staff member's pet may be reported to the following:
 - i. Director of Housing & Residence Life
 - ii. University Police
 - iii. City of Danbury Animal Control Division
- b. If legitimate and relevant health, safety, or behavior concerns are brought to the attention of the University, the pet owner will be expected to remove the pet immediately.
- c. Should the conditions of this policy not be met, the pet owner will receive written notice from the University requiring the owner to remove the pet from university housing within 48 hours. It will be the responsibility of the pet owner to find a suitable home for the pet.
- d. Any animal neglect or abuse will be referred to appropriate law enforcement and animal welfare authorities.

7. Miscellaneous

- a. The staff member must notify the University in writing when the pet is no longer in residence. To replace a pet, the staff member must file a new request and sign a new Pet Agreement form. A new request will not be approved if the previous animal was removed due to failure to follow this policy and signed agreement.
 - i. When the pet is no longer in residence, the Director or their designee must perform an inspection of the facility.
- b. University has the authority to relocate the full-time staff member and pet as necessary for the operation of the department.
- c. Upon submission of this request, approval could take up to two weeks. Animals are not permitted to be on campus until approval has been given in writing.