

Responsibility of an Individual with an Emotional Support Animal in MECA&D Residence Halls

This acknowledgement form must be signed by an individual who has been approved for the accommodation of an Emotional Support Animal (ESA) in the residence halls at MECA&D. A copy of this document will be provided to the student and copies will be on file with the Dean of Student Life and with the Disability Services Coordinator.

Notification: The individual agrees that the Disability Services Coordinator will disclose information regarding the presence of the Emotional Support Animal (ESA) to those individuals who may be impacted, including, but not limited to, Residence Life staff and potential or actual roommates/neighbors. Such information will be limited and will not include specific disability related information.

Up to date vaccination records: Any animal brought into the residence halls must be in good health. If applicable, depending on the type of animal, a veterinarian must inspect the animal before being brought into the residence halls. All shots and vaccinations must be up to date. A record of this information must be provided annually and kept on file with the Student Life Office. This record must be provided prior to the student/owner having the ESA in the residence hall.

Provision for Cats and Dogs: Cats and Dogs must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with both Student Life Office and the Disability Services Coordinator

Licensing: If applicable, the owner must follow all local or home town licensing laws and tag laws pertaining to the animal. The University has the right to require documentation of compliance with such laws and/or regulations.

Control, Clean up and Grooming Requirements:

The owner is liable for all actions of their animal and should be in **total** control and restraint of the animal at all times.

It is the owner's responsibility to IMMEDIATELY clean up any mess that the animal leaves in public places (i.e. hallways, grassy areas). Waste should be disposed of by securing it in a plastic bag and disposing in an outside trash receptacle. It is the owner's responsibility to remove cat or other small animal litter to a pre-approved trash location. Residence life staff will assist with determining appropriate location. Litter should never be disposed of by using University bathroom facilities regardless of whether the litter product is advertised as "flushable."

The animal will not be bathed or its cage/crate, or bedding cleaned using housing facilities (e.g. communal bathrooms, common areas, kitchen sink, dishwasher).

The animal must be contained with the Owner's privately assigned living accommodations (e.g., room, suite, apartment) except to the extent that the individual is taking the animal out for natural relief. The animal must never be let outside of the residence hall room without being attended. Cats and dogs must be in carriers at all times when outside the residence hall room. If appropriate the animal must be on a leash.

The ESA must be properly housed and restrained or otherwise under the control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.

The animal should not be in areas other than the residence hall room without prior approval as part of the accommodation request process. Requests for an animal in areas other than the residence hall room will be considered on a case-by-case basis and require a formal accommodation and be subject to the same process for requesting accommodations under the Americans with Disabilities Act and its amendments. If an accommodation exists for areas outside the resident hall room, the animal should be restrained and under the owner's control at all times.

The animal must be properly cared for (i.e. exercised, let out for free time, nourished properly) and must not become a nuisance to those who live around the area. If complaints regarding the animal are received, they will be investigated. If the investigation substantiates that the animal is not being properly cared for or is a nuisance to others, Residential Life staff and the Disability Services Coordinator will work with the student to resolve the matter. If no reasonable resolution is available, the owner must remove the ESA within 72 hours of this resolution notification.

The animal may not be left overnight in University housing to be cared for by an individual other than the owner. If the owner is to be absent from their residence overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the ESA is contained (caged or crated) as appropriate, when the owner is not present during the day while attending classes or other activities. The college reserves the right to inspect the enclosure to be used on containing the animal. The owner will identify an emergency contact to care for the animal to both Student Life and the Disability Services Coordinator. If the owner of an ESA fails to remove the animal when taking a vacation or extended leave, the College reserves the right to remove and board the animal, at the owner's expense, until the owner is able to return to the residence hall.

Notification of need or new animal: The owner must notify Disability Services Coordinator if the animal is no longer needed or is no longer in residence. To replace an ESA, the new animal must be necessary because of the owner's disability and the owner must follow the procedures of this policy and request approval for a new emotional support animal.

Removal of an Animal: The College may require the individual to remove the animal from housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. the animal's presence results in a fundamental alteration of the College program;
3. the Owner does not comply with this Owner's Responsibility agreement document; or
4. the animal or its presence creates an unmanageable disturbance or interference with the College community.

The College will base such determinations upon the consideration of the behavior or the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Disability Services Coordinator and may be appealed to the Dean of Student Life.

If an ESA approval is revoked, the owner must remove the ESA within 72 hours. If the ESA is removed

from College housing for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract.

Emergency Evacuation: College personnel or another student will not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel are not held responsible for the care, damage to, or loss of the animal. The Owner must provide the College with the name and contact information for someone who does not reside in College housing and who can take responsibility for the animal within 8 hours should the Owner be unable or unavailable to care for it.

Liability: All liability for the actions of the animal (bites, scratches, running away, etc.) is the responsibility of the owner. The College strongly recommends that the owner have appropriate liability insurance in the event of an animal bite, scratch, etc.

The owner will take all reasonable precautions to protect the property of the College and the residents.

Property Damage: Owners of ESAs are solely responsible for any damage to college property caused by their animals. At anytime damage is noted, the Owner has responsibility for stopping the animal's behavior. Should the behavior not stop and damage continues the College may remove the animal from the residence hall. Upon the owner vacating the residence hall or removal of the animal, the condition of the room/apartment shall be assessed for necessary cleaning. If there is damage that exceeds normal wear and tear, the resident will be charged. The Owner's living accommodations may also be inspected for fleas, ticks or other pests as necessary. If detected through inspection, the residence will be treated using approved fumigation methods by a MECA&D approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College has the right to bill the Owner's account for unmet obligations under this provision.

I, _____ (full name) do hereby agree to the above procedures and understand that a violation of these procedures may result in my ESA and/or myself from the residence halls.

X _____
ESA Owner

Date