

**ACADEMIC SUPPORT OFFICE****ESA COMMUNITY STANDARDS & EXPECTATIONS AGREEMENT****1. GUIDELINES FOR ANIMAL CARE:**

a. The ESA must be clean and in good health. Owners must abide by current city ordinances/laws pertaining to licensing and vaccination requirements for their ESA. It is the responsibility of the owner to know about these ordinances and laws.

b. The ESA's cage/crate/bedding must NOT be cleaned in laundry or bathroom facilities. Please use off-campus resources, such as a laundromat, for this purpose.

c. The ESA must be completely housebroken. Owners are responsible for properly containing and disposing of all animal waste and/or maintaining a clean habitat for the ESA. Animal waste containers, such as cages/bedding/litter boxes, must always be kept in the owner's private room or area of their shared room. Bathrooms are not acceptable places for these items to be stored. Waste must be immediately retrieved by owner, placed in a plastic bag and securely tied before being disposed of in a trash dumpster outside the building. Owners must comply with campus signage related to appropriate locations for animal bio-waste relief. Owners who are unable to properly dispose of their animal's waste must work with the Academic Support Office (ASO) to develop an alternative accommodation to this requirement.

d. The student must always effectively control the ESA. The animal cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the permission to keep the ESA in campus housing will be rescinded until such time that the problem is rectified.

e. The Residence Life Office conducts at least one fire drill each semester, possibly more depending on successful outcomes of tests. Owners with an ESA are responsible for the ESA at all times, including during times of fire drills, fire alarms, or other campus emergencies. RU and the Residence Life Office's priority is the safety of its student residents. Residence Life Office staff will attempt to alert owners with an ESA 1-2 days in advance of a drill, however, that isn't guaranteed. Building alarms are a routine occurrence for other non-drill situations and Residence Life and its staff will not be responsible for ensuring that an ESA is safe and removed from the building, regardless of the type of emergency. Owners will not be allowed to re-enter buildings during an emergency or drill situation. Jurisdiction of the alarm or emergency is transferred to emergency responders upon arrival. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. Owners may never, under any circumstances, ask roommates or other campus community members to retrieve or rescue their ESA at any time, especially during times of an emergency.

f. Routine maintenance of the ESA is expected and may include flea and tick prevention, de-worming, annual examinations, and vaccinations, as recommended for that species by the American Veterinary Medical Association. The Residence Life Office will inspect the residential unit on a routine basis. If fleas,

ticks, or other pests are detected through inspection, the unit will be treated using fumigation methods and approved pest control services. Applicable costs will be put on the owners' student account. RU has the right to request updated veterinary verification at any time during the ESA's residency. If the owner detects fleas, ticks, or other pests in their housing accommodations, they must alert the Residence Life Office immediately. At no time can an owner self-treat a pest infestation. Professional service is required for this type of treatment.

**g.** It is the responsibility of the owner to care for and feed their ESA. Residence Life is not obligated or required to provide care or food for an ESA at any time. The owner for whom the ESA is approved is fully responsible for the daily care of the ESA; roommates and other campus community members must never be asked to care for the ESA for any reason. The owner must provide RU with the name and contact information for someone who does not reside in RU housing and who can take responsibility for the animal within 12 hours, should the owner be unable or unavailable to care for it, or becomes incapacitated during a campus emergency. This will be collected during a review meeting with the Academic Support office.

**h.** The ESA should not be left alone in the unit for extended periods of time and must never be left alone in a vehicle at any time. Acceptable timeframes vary by species and students should consult with the Residence Life Office and/or the Academic Support Office for guidance. If any animal neglect is suspected, RU will contact the owner. The entire responsibility of the animal must be taken on by the owner.

**i.** The owner is responsible for ensuring that the ESA is contained, as appropriate, when the owner is not present during the day while attending classes or other activities. Minimally, the ESA must be confined to the owner's bedrooms area, where applicable, when the owner is not in the unit/apartment/suite. RU reserves the right to inspect the enclosure to be used for containing an ESA, as applicable.

**j.** The ESA must have a tag that identifies the owner with contact information in case of an emergency. If the ESA does not have a tag, the habitat must have a sign posted that identifies the owner with contact information in case of an emergency.

**k.** Dogs must wear a rabies tag.

## **2. GUIDELINES FOR INTERACTION WITH ROOMMATES AND CAMPUS COMMUNITY:**

**a.** If the ESA causes physical damage to the owner's housing accommodation, the owner must contact the Residence Life Office directly in order to arrange a time when they will be present for an assessment of the damage. The owner is liable and financially responsible for the actions of the ESA, including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The owner is expected to cover all costs of returning the unit to the same condition of move-in. This may include cleaning all carpets and furniture to remove odors, dander, hair, etc. The owner is responsible for any odors, noise, damage, or other conduct of their ESA that disturbs others or damages the premises, including injury and/or death.

**b.** The ESA must be properly leashed, crated, or contained while moving the animal to and from campus. The owner must not hold the animal without other means of constraint while transporting the animal to and from campus.

c. An ESA is not a pet and is therefore not permitted in any area other than the owners' on-campus living quarters. An ESA is only allowed in common indoor areas as needed to enter or exit the building where the owner resides. An ESA is not permitted in campus dining facilities.

d. The owner is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the building. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community/ The ESA owner typically bears the burden of reassignment and if necessary, the Residence Life Office may reassign the owner to another accommodation if allergies or fear is a concern for any current or potential roommate.

e. The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

### **3. ADDITIONAL AGREEMENTS:**

a. The owner must gain approval from the Academic Support Office prior to making any changes to the ESA living in RU housing. The new ESA will be reviewed with the same criteria and requirements as the original ESA.

b. Residence Life has the right to reassign the owner to another accommodation if care of the ESA or interactions with others become a concern.

c. By signing this agreement, owner's give RU permission to contact the ESA's veterinarian to request additional medical documentation.

d. The owner will be assigned a liaison within Residence Life who will oversee any moves from one location to another, arrange for staff notifications and trainings, and assist with re-introduction of the ESA to a new location.

e. If the owner violates any provision of this document, the owner may be required to immediately remove the ESA from RU residence hall.

#### **f. In summary, the ESA may be removed from RU if:**

i. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;

ii. the animal's presence results in a fundamental alteration of a RU program;

iii. the owner does not comply with the owner's responsibilities set forth above; and/or,

iv. the animal or its presence creates an unmanageable disturbance or interference with the RU community.

**g. Should the ESA be removed from the premises for any reason, the owner will have 48 hours from the time the removal notice is issued (in person, via a notice on the door, and/or via email) to remove the ESA from campus, unless the situation rises to the occasion of immediate removal. If the ESA is removed, the owner is expected to fulfill their housing obligations for the remainder of the housing contract.**

**I have read and agree to all the terms of the ESA Community Standards & Expectations Agreement. I understand that if I have questions, concerns, or need assistance that I will contact the Academic Support Office. I understand that:**

- Any violation of this agreement may result in financial responsibilities, removal of the ESA from campus, and/or student conduct violations and sanctions.
- If the ESA is removed, I am obligated to fulfill the agreements of my housing contract.
- I give permission to the **Academic Support Office** to disclose to others impacted by the presence of my ESA (e.g., Residence Life staff, potential and/or actual roommate(s)/neighbor(s)/facilities) that I will be living with an animal as an accommodation. This information will be shared with the intent of preparing for the presence of the ESA and/or resolving any potential issues associated with the presence of the ESA.
- The presence of the ESA may be noticed by others visiting or residing in RU housing.
- Staff may acknowledge the presence of the animal and may explain that under certain circumstances ESAs are permitted only for persons with disabilities and that have been approved by Academic Support Office.

Please complete the fields below as applicable:

**First name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

RU ID#: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Animal Name: \_\_\_\_\_ Animal Type: \_\_\_\_\_

Animal Breed: \_\_\_\_\_ Hair Length: \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Veterinarian Phone: \_\_\_\_\_

Name of Emergency contact for animal care: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Student Signature(Owner):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Academic Support** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Approved**                      **Denied:** \_\_\_\_\_                      **Date of Approval:** \_\_\_\_\_

**A copy of the signed agreement will be shared with Residence life**