

INTRODUCTION

Due to the unique nature of live-in professional positions, stipulations are sometimes placed upon the personal lives of those who occupy these positions. This proposal will address the pet policy, presenting rational in favor of allowing live-professionals to maintain a pet within their campus apartment –given some qualifications. The policy will be reviewed on an annual basis each June, at which time the department will determine if the program should continue, undergo modification, or be withdrawn.

McKENDREE UNIVERSITY RESIDENCE LIFE PROFESSIONAL STAFF PET POLICY

In an effort to more clearly define a pet policy for McKendree University, the following stipulations are proposed.

1. A professional staff member considering attaining a pet (with the exception of fish as described in the Student Handbook) must meet with the Director of Residence Life to discuss the type of pet, size of the animal, considerations for care, and overall guidelines in accordance with the expectations of the Office of Residence Life and McKendree *before* acquiring a pet or moving into a Residence Life staff apartment.
2. After consulting with the Director Residence Life, the staff member must submit the Professional Staff Pet Registration Form to be approved by the Director of Residence Life.
3. Professional staff members will be permitted the following: fish in an aquarium and/or no more than two caged pets, or cat(s), or dog(s) at any one time. A caged pet may include but is not limited to: hamster, mouse, rat, rabbit, guinea pig, and commonly domesticated birds.
 - a. Total weight (of one or both pets) of dogs and/or cats should not exceed 65 pounds at full maturity. Violation of this restriction will result in removal of the pet.
 - b. All animals must be housebroken or litter-box or cage trained and must possess a friendly and sociable temperament.
4. A \$200.00 refundable deposit must be paid prior to the pet occupancy. A second pet will require an additional \$100.00 refundable deposit paid prior to the pet occupancy. If necessary, this deposit will be utilized to cover damages and/or cleaning to University property caused by the pet.
5. The professional staff members must provide copies of the following documents for all pets to the Director of Residence Life before acquiring a pet or moving in a Residence Life staff apartment:
 - a. Proof of pet license through St. Clair County.
 - b. Proof of all required and up to date vaccinations. The owner is responsible for updating pet vaccinations per veterinary recommendations and must display current rabies tags on the pet's collar at all times.
 - c. Proof that the pet has been be spayed or neutered at the appropriate minimum age.
 - d. Proof of a renter's insurance policy (policy number, receipt of purchase, and effective dates) in the professional staff member's name to cover any liability for which the pet is responsible, within a two week period of the pet's arrival to campus. The insurance policy must specifically include "accident injury by pet".
5. There will be an initial apartment condition inventory completed by the professional staff member and checked by the Director of Residence Life prior to the pet's presence. If a professional staff member moves to a different apartment or vacates their apartment, an inventory will be completed to assess any damages or cleaning required.
6. The professional staff member will undergo a mid-year inspection each year to assess any issues. The Director of Residence Life will coordinate these inspections and professional staff members must be present for all inspections of their apartment space.

7. The professional staff member is responsible for a regular program relating to fleas and ticks, when appropriate. Records should be maintained by the professional staff member and made available to the Director of Residence Life upon request.
8. The professional staff member must take all reasonable precautions to protect the property of the University and residents. All costs for repairs relating to damages to University furnishings or facilities caused by the pet will be the responsibility of the professional staff member.
9. The professional staff member is responsible for appropriately cleaning and maintaining their apartment space and furnishings.
10. The pet is allowed only in the professional staff member's apartment and in the main lobby and stair wells while in transit. When bringing the pet outdoors – in the event of a lack of a private entryway – the pet must be carried, or led on a leash, directly and promptly to the nearest exit. Appropriate actions must be taken by the professional staff member when the pet cannot be present in the apartment for a period of time (i.e. fire alarms or pesticide spraying).
11. If the professional staff member is away from the apartment for a weekend or extended period of time, the pet should be temporarily removed or appropriate accommodations should be made to ensure the pet is still cared for. Necessary adjustments must be made to allow University personnel to enter the apartment when the professional staff member is not present, which may include temporarily removing the pet.
12. The pet must be maintained under a standard measure of restraint when outside the apartment (leash or carrier).
13. The animal's feces must be disposed of properly. It is the owner's responsibility to shovel feces from University grounds, dispose of it in a plastic bag, and then place that bag in the garbage bins outside of all University buildings.
14. Pets which constitute an unresolved nuisance (including but not limited to noise, odor, allergies, etc.) to the other residents, as determined by the Director of Residence Life, must be removed within 24 hours of notification by the Director of Residence Life, pending final disposition within 14 days. Before such a decision reaches final disposition, the professional staff member will be given an opportunity to respond to the nuisance and correct the situation.
15. The pet must not come into contact with residents or other students while on university property. The professional staff member must also be prepared to ensure safety of any individual that may enter the apartment for facility related issues or maintenance. It is strongly encouraged that contact with pet is limited to other Residence Life professional staff members, family of owner, and non-McKendree friends of owner.
16. If any of the above restrictions are violated the professional staff member will receive one written warning and must provide evidence of actions being taken to correct the issue to the Director of Residence Life. If a second violation occurs, removal of the pet will be based on a decision by the Director of Residence Life.
17. To prevent a new professional staff member's pet-related health concerns, a departing professional staff member must make all necessary arrangements and cover all relevant costs (beyond our standard cleaning practices) to return the apartment to a pet-free living environment (e.g. cleaning carpets, upholstered furniture, mattresses, etc.).