

UNIVERSITY OF WISCONSIN – GREEN BAY EXPECTATIONS REGARDING PETS IN AREA COORDINATOR APARTMENTS

The option for Area Coordinators to house a pet in their apartment is to be considered a privilege and not a right. Consequently, failure to adhere to the following expectations may result in the option being rescinded for all staff or an individual Area Coordinator. In the unlikely event this should occur, Area Coordinators will have a maximum of fourteen (14) days to find a new and suitable home for their pet.

For purposes of this document, pets will generally be defined as domesticated animals. Consequently, accepted pets, who meet all expectations set forth in this document will include:

- ✓ Cats
- ✓ Non-aggressive breeds of dogs
- ✓ Fish (aquarium size not to exceed 29 gallons)
- ✓ Small caged mammals or birds

An Area Coordinator may have only one cat or dog.

An Area Coordinator may have no more than two birds or caged mammals.

Any requests for additional pets must be approved by the Director of Residence Life.

No other pets, with the exception of approved service animals, will be permitted.

The Director of Residence Life must approve all pets, with the exception of fish, before occupancy of the animal will be permitted.

Area Coordinators, who accept the responsibility of pet ownership and follow the guidelines of this policy, assume a significant financial obligation and time commitment to the care, socialization and well-being of their pet. Consequently, these expectations are designed to promote both responsible pet ownership and ensure the quality of the apartment facility and grounds are not comprised in any capacity.

It is important that the Area Coordinator understand that other staff members or residents in their community may have had prior negative experiences with pets and consequently, the Area Coordinator must agree to be sensitive to those individuals' needs. The Area Coordinator must further understand that some individuals have a fear of animals or may be allergic to pets and must agree to work with these individuals to minimize any unpleasantness they may have with pet ownership. Furthermore, the Area Coordinator needs to remain diligent in the care and cleaning of their apartment on a regular basis so that even the most allergic individuals could enter their apartment for a few minutes.

EXPECTATIONS

1. The pet must be approved by the Director of Residence Life prior to being allowed in the apartment.
2. All dogs and cats are to have appropriate shots, vaccinations, and licenses. The following documentation must be provided to the Director of Residence Life upon the pet's arrival to campus:
 - a. Spayed or Neutering documentation. The pet must be spayed or neutered prior to being permitted in the apartment. (If a dog or cat is not old enough to be spayed or neutered, it is recommended that this occur at the earliest date possible).
 - b. Dogs must be registered with the city of Green Bay.
 - c. Current record of vaccinations and shots. Updated copies of vaccinations are to be submitted as they occur.
 - d. Dogs and cats must have flea and tick treatment.
 - e. Dogs: It is highly recommended that you enroll your dog in an obedience testing training program.
3. All dogs must be house-broken and may not weigh more than 50 pounds at any time during its expected life span.
4. All cats must be indoor cats only and litter box trained.
5. Pet owners must obtain and show proof of renter's insurance prior to acquiring a pet (with the exception of fish). All liability for actions of all pets (bites, scratches, damages, etc.) is the responsibility of the pet owner. All reasonable precautions must be taken to protect the property of the University and its residents. All liability for the actions of the animal is the sole responsibility of the pet owner. The University assumes no liability for animal actions against or toward others.
6. All pets must be appropriately restrained (e.g. on a leash or in a pet carrier) when outside the apartment. When a pet is taken out of the Area Coordinator's apartment (e.g. to relieve self, vet appointment, travel) the Area Coordinator should use a direct route to and from the apartment. Leashes should not exceed four feet while in, exiting, or entering the building.
7. All pets are to be contained in their Area Coordinator's apartment and are not allowed in their office space or any other rooms or public areas. Pets are permitted in hallways, stairways, or elevators if they are being transported to and from the apartment and it is the shortest route being utilized.

8. The pet owner is responsible for all clean-up associated with external fecal matter for dogs and the proper maintenance and disposal of cat litter for cats. Clean-up must occur immediately for dogs. Litter boxes should be cleaned once a day, with waste being disposed of properly.
9. The pet owner is responsible for taking care of the pet while away. Pet sitting is not permitted in apartments other than the pet owner's apartment. Off campus pet boarding is preferred for long-term (more than 2 days) absences. Cats should not be left unattended for more than 48 hours and dogs should never be left unattended for more than 8 hours. Dogs may not be left alone overnight.
10. Any and all damages caused by the animal will be the responsibility of the Area Coordinator. Area Coordinators are expected to regularly clean and maintain their apartment to minimize pet dander and potential damage to the facility from their pet. An apartment inventory/assessment will be completed **prior** to the arrival of the pet and the apartment will be inspected annually by the Area Coordinator's supervisor for any damages. Any damages found during the inspection will be billed to the Area Coordinator and disciplinary action may be taken if necessary. The apartment will be assessed again prior to the Area Coordinator moving to another campus location or vacating the department. Any cleaning/repairs required, beyond normal wear and tear, will be assessed to the Area Coordinator.
11. No furniture will be updated while a pet is in an apartment. Exceptions will be at the discretion of the Director of Residence Life (e.g. couch has a spring poking through it).
12. Behavioral expectations of the pet coincide with the behavioral expectations of all residents of the building (e.g. noise, respect for others, cleanliness, etc.). If problems develop that are unable to be resolved due to lack of compliance with the above stated guidelines or if temperament of pet becomes an issue, the Area Coordinator's pet privileges may be terminated and the Area Coordinator may be asked to remove the pet immediately. If a pet privilege is revoked, an Area Coordinator will be given a maximum of fourteen (14) days to find an alternative place of residence for the pet.
13. Pets that constitute a nuisance, as determined by the sole discretion of the Director of Residence Life and whose decision is final, must be removed within fourteen (14) days of written notice that the pet has been determined to be a nuisance to others. Shortened removal periods can be mandated if deemed necessary.
14. The privilege as a pet owner may never supersede the duties and responsibilities expected of Area Coordinators to respond to emergency situations.

15. This policy is subject to change as deemed necessary by the Director of Residence Life and will be reviewed on a continual basis as needed to best meet the needs of the involved parties.

16. Violations of any portion of the pet policy agreement will be handled on a case-by-case basis.

I have read, understand, and agree to abide by the guidelines and expectations set forth in this pet policy. I understand that I assume any and all liability and responsibility for any actions of, or related to, my pet. I acknowledge that neither the Department of Residence Life nor the University of Wisconsin – Green Bay shall be financially responsible for any actions of, or related to, my pet. By my signature, I understand that failure to meet any or all of the expectations may result in the loss, including the immediate loss, of the privilege to have current or future pets in my university-provided apartment.

Area Coordinator

Date

Assistant Director – Community Development

Date

Director of Residence Life

Date