

ESA Policy Agreement  
Missouri Valley College

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

Animal Breed: \_\_\_\_\_ Animal  
weight(lbs) \_\_\_\_\_

Age \_\_\_\_\_ General description of the  
Animal

\_\_\_\_\_

Veterinarian  
Name \_\_\_\_\_

Veternarian  
Phone \_\_\_\_\_

**Individual Responsibilities for Emotional Support Animal**

**If the college grants an individual's request to live with an ESA, the individual is solely responsible for the custody and care of the ESA and must follow the guidelines.**

**If the Guidelines are not followed, the following penalties will be imposed.**

**1st offense - Warning**

**2nd Offense - Probation**

**3rd Offense - Removal.**

**Under certain circumstances an animal can be removed without the first two.**

### **General Responsibilities and guidelines for ESA care:**

*Under certain circumstances an animal can be removed without the first two. initial each statement acknowledging agreement and understanding of the statement.*

\_\_\_\_\_ The animal cannot pose a direct threat to the health or safety of others. If \_\_\_\_\_ the animal is deemed to pose a physical threat to others, actions may be taken to remove the animal from college property.

\_\_\_\_\_ Animals must be housebroken. The owner is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately retrieved by the owner, placed in a plastic bag, and securely tied before being disposed of in outside trash dumpster.

\_\_\_\_\_ Emotional Support are not Service Animals and do not carry the same privileges. ESAs are not permitted in any college facility other than the college housing room or apartment the resident is assigned, which includes but not limited to administrative buildings, classrooms, college housing meeting rooms, dining areas, health centers, recreational facilities and laundry or other common areas except for pre-determined egress route for toileting.

\_\_\_\_\_ The owner must effectively control the animal at all times. Outside of student's residence hall room, the animal must be leashed. If the resident cannot effectively control the animal, the permission to keep that particular animal in Residential space will be rescinded until such time that the problem is rectified.

\_\_\_\_\_ Routine care for the animal is expected for health and safety reasons, and includes flea and tick prevention, de-worming, rabies, other routine vaccinations and annual examinations. Residential Life has the right to request documentation relevant to these health and safety concerns at any time during the animal's stay in residence.

\_\_\_\_\_The cost of care, arrangements, and responsibilities for the well-being of an ESA are the sole responsibility of the owner at all times. The animal cannot be left in the care of other residents while the resident is away.

\_\_\_\_\_If any animal neglect is suspected, Residence life staff will contact the owner and the Campus Security. The owner is solely responsible for the health and safety of the animal. The animal should not be left alone in the unit for unreasonable long periods of time. Based on the type of animal, the resident and Residential Life agree that a reasonable amount of time for the animal to be left alone in the unit is \_\_\_\_\_hours.

\_\_\_\_\_The owner understands that when they are not present (e.g. in class), the animal must be crated or otherwise contained within the unit and remain in the assigned residential space.

\_\_\_\_\_The owner may be charged for any damage caused by his or her ESA beyond reasonable wear and tear to the same extent that it charges other residents for damages beyond reasonable wear and tear.

\_\_\_\_\_The owner's living accommodations may also be inspected for fleas, ticks and other pests as necessary as part of the College's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residents hall. The college shall have the right to bill the individual's account for unmet obligations under this provision.

### **Guidelines for interaction with Roommates and the Community**

\_\_\_\_\_The resident is responsible for any damage or injuries caused by their animal and must take appropriate precautions to prevent property damage or injury.

\_\_\_\_\_The resident is responsible for assuring that the animal does not interfere with the orderly operation of the residence or cause difficulties for other residents of the community, Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community.

\_\_\_\_\_The resident is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

Roommates will be notified about the presence of the animal. The notification will include the the breed and size of the animal.

Roommate/Suitemate(s) may request a room change from Residential Life if they have a desire to do so.

\_\_\_\_\_When service requests are made, the resident must indicate that there is an animal in residence and provide a cell phone number for contact if needed. The resident is responsible to assure that the animal is under control-not loos-to protect the safety of staff. Where possible, a service visit will be scheduled so that the resident is present. In the event that emergency access must be made by service staff, the college is not responsible for an animal which escapes, nor for any harm to the animal should the staff member believe they must protect themselves. Examples of emergencies include but are not limited to, fire, flood, the need to access valves or panels that serves others, system repairs needed in adjacent space that can be accessed from the unit.

### **Additional Agreements**

\_\_\_\_\_The resident is financially responsible for the actions of the animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The resident will be responsible for covering all costs of returning the unit to the same condition of move-in that are not due to normal wear and tear as reported via the Room Condition inventory form completed by the resident upon checking in to the room. This may include the costs of cleaning or replacing all carpets and furniture to remove pet odors, dander, hair, etc.

\_\_\_\_\_Residential Life has the right to reassign the student to another accommodation if care of the animal or interactions with others becomes a concern.

\_\_\_\_\_The resident is responsible for meeting with residence staff if they decide to move from one location to another, arranging for staff notifications and trainings, and assisting with re-introduction of the animal to a new community.

I have read and agree t all the terms of the Emotional Support Animal Policy. I understand if I have questions, concerns, or need assistance, I will contact the Director of Accessibility and Disability Services.

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\_\_\_\_\_  
Resident Signature

Date

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\_\_\_\_\_  
Director of Accessibility and Disability Services

Date