

Policy Name: Residence Life and Community Development Service, Emotional Support/Comfort Animal Policy and Procedure

Scope of Policy: To provide guidelines for all La Salle University affiliates in residence seeking a live-in Emotional Support/Comfort Animal.

Date (As of): June 21, 2017

Approval Authority: Executive Director of Residence Life and Community Development or designee

All La Salle University affiliates are eligible to have a live-in Emotional Support/Comfort Animal within their residence based on the following policy guidelines below. Emotional Support/Comfort Animals can have a positive effect on their owner's health but the animal's residing in residence is a large responsibility. While beneficial, Emotional Support/Comfort Animals in residence cannot hinder the affiliate's ability to develop and maintain a living-learning environment conducive to safety, inclusion and engagement. Failure to comply with the below guidelines may result in the removal of the animal from the premises.

I. Definitions:

- A. **Service Animal:** The Department of Justice's revised Americans with Disability Act regulations define "service animal" narrowly as any dog that is individually trained to do work or perform tasks for the benefit or an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Miniature horses can also qualify as Service Animals in some cases. Service animals are permitted in all public areas of campus, but may have some restrictions dependent on whether the animal poses a direct threat to the health or safety of others in certain spaces (e.g. certain labs).
- B. **Emotional Support Animal:** The Fair Housing Act and the United States Department of Housing and Urban Development (HUD) define an Emotional Support Animal as an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.
- C. **Pet:** A pet is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Emotional Support Animal, and therefore it is not covered by these guidelines. Pets are not permitted in La Salle University Residence Halls.

II. Procedure:

- A. The La Salle University affiliate (hereinafter referred to as "the owner" or "owner") who is requesting to have an Emotional Support or Comfort Animal (hereinafter referred to as "the animal" or "animal") on campus must file a request through Residence Life & Community Development. This request must be in the form of a Housing Accommodation Request form. This form, if approved, will be followed up with a request for subsequent documentation.
 - a. Affiliates are encouraged to submit their requests as early as possible to allow time for their review.
- B. The request will be reviewed and processed by the Executive Director of Residence Life and Community Development or Designee.
- C. The Executive Director or Designee must approve the request and obtain all requested supplemental documentation pertaining to the request and the animal **prior** to the animal arriving on campus. The affiliate will be made aware of the date during which the animal may arrive.
 - a. Supplemental documentation includes a letter from a physician, psychiatrist, social worker, or other mental health professional that verifies the animal provides

emotional support that alleviates one or more of the identifies symptoms or effects of an existing disability.

- b. Veterinary documentation including proof of vaccinations, proof of spay/neuter procedure, licenses, identification tags and proof that the animal is in line with the City of Philadelphia ordinances.

III. Residence Life & Community Development policy:

- A. La Salle University will not permit Emotional Support Animals that are poisonous, venomous, or can be reasonably viewed as high risk, including any exotic or non-domestic animals. Additionally, No animal will be permitted in University housing that:
 - a. Is not approved by the Office of Residence Life and Community Development
 - b. Poses a direct threat to the health, safety, or well-being of others
 - c. Would potentially cause substantial physical damage to University property or the property of others
 - d. Would pose an undue financial and/or administrative burden to the University
 - e. Would fundamentally alter the nature of the University's housing operations
- B. The animal must have all required vaccinations and licenses, including current identification tags, to be in accordance with Philadelphia animal ordinances. Animals must be tagged with contact information for the owner. Updated copies of the license and vaccination records along with a photograph of the animal must be kept on file at the Office of Residence Life & Community Development Main Office and provided in advance of the animal arriving on campus.
 - a. Information on Philadelphia Ordinances can be found:
[http://library.amlegal.com/nxt/gateway.dll/Pennsylvania/philadelphia_pa/title10regulationofindividualconductanda?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:philadelphia_pa\\$sanc=JD_10-103](http://library.amlegal.com/nxt/gateway.dll/Pennsylvania/philadelphia_pa/title10regulationofindividualconductanda?f=templates$fn=default.htm$3.0$vid=amlegal:philadelphia_pa$sanc=JD_10-103)
 - b. Philadelphia Animal Care and Control Center: <http://www.acctphilly.org/>
- C. The animal must remain in the affiliates assigned residence hall space at all times. The animal must live in a crate, aquarium (maximum 20 gallons), or be litter trained/housebroken if they are allowed to roam the space freely.
- D. The affiliate requesting the animal is responsible for alerting potential roommates or apartment mates of the animal's arrival after approval the Office and 7 days **before** the animal is expected to move in. This must be done by University email and the official Community Development main email housing@lasalle.edu must be CC'd on communications.
 - a. Community Development **is not responsible** for alerting owner's roommates or apartment mates of an animal's pending arrival. The owner of the animal is still held to Residence Life Policies regarding live-in expectations.
- E. Anytime the animal is removed from the affiliate's residence, it must be in a pet carrier, or carried/led on a leash directly and promptly to the nearest exit. Additionally, when animals are removed from their residence they must wear identifying tags/collars. Animals may not be tied to any fixed object anywhere outside of the owner's space, including outside their or any residence.
- F. The owner is solely responsible for ensuring the animal has all necessary items to ensure the animal's health and wellbeing, including:
 - a. Food and water
 - b. Grooming and cleaning tools
 - c. Toys for mental stimulation
 - d. Appropriate confinement equipment (crate and/or carrier)

- G. Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the room/suite/apartment/townhouse is not acceptable.
- H. The animal's food must be kept in a closed, preferably air tight container, within the confines of the owner's room. Open bags of food are not permissible as they can attract bugs and mice.
- I. The owner must possess products that will appropriately treat/care for/clean up the animal's accidents involving feces, urine, vomit or other bodily fluids.
- J. The animal may not be taken into any other residential facility or campus building, including any offices, lounges, bathrooms or other community spaces. In simple terms, ESAs cannot visit other rooms in our residential facilities. Service animals fall under a different policy found here.
- K. The animal may not be left overnight in university housing alone or to be cared for by another person. The animal must be taken with the student if the student leaves campus for a prolonged period (more than 24 hours) of time, or boarded. If the owner fails to remove the animal before going on an extended leave (more than 24 hours), the university reserves the right to remove, and at the university's discretion, board the animal, at the owner's expense, until the owner is able to return to the residence hall.
- L. Cat litter must be cleaned regularly (at least every other day) and disposed of in appropriate trash dumpsters. Cat litter may not be flushed down toilets. Newspaper, wood chips or any material used for bedding or waste elimination must be cleaned at least weekly and disposed in outdoor trash dumpsters. Dog feces must be immediately picked up by the owner during walks and disposed of appropriately. It is the owners' responsibility to shovel feces from University grounds, dispose of it in a plastic bag, and place it in exterior dump sites (i.e. dumpsters). Feces should always be disposed of in outdoor dumpsters never within University buildings.
- M. Affiliates with approved animals must state in their [facilities work request](#) that an animal lives in the space. They should make every attempt to be present while the work is being completed.
 - a. In the facilities work request, owner must specify that there is an animal in the space, what type of animal and include a cell phone number to allow facilities to reach them when completing said request.
 - b. If the owner cannot be present in the space on the day the request is being fulfilled, the animal cannot be allowed to roam the space freely and must be confined to a crate or carrier.
 - c. Owners are encouraged to follow up a facilities request with a call to facilities to discuss details pertaining to the animal and the request.
 - i. Facilities dispatch can be reached at: **215.951.1315**.
- N. All reasonable precautions to protect the people and property of the University. All costs for repairs relating to damages, extermination services and/or a need for extraordinary cleaning caused by the animal will be the responsibility of the owner.
 - a. Any flea or other infestation must be attended to promptly by the University's contracted extermination company at the owner's expense. Students may not arrange for their own services. Animal owners should take precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, and taking the animal to the veterinarian for flea and tick baths.
 - b. The owner has an obligation to make sure that the residence hall or apartment is as clean as the original standard upon moving out. If the room or apartment has carpeting, this also includes regular vacuuming and spot cleaning.

- c. The owner will notify the Residence Life & Community Development if the animal escapes its confines and is unable to be located within 3 hours.
- O. All living spaces on campus are inventoried and assessed for condition at the beginning of the year. At the time the owner moves out of their assigned residence hall space (or no longer houses the animal for any reason), a follow-up condition assessment will be conducted to determine what damage to University property, if any, is attributed to the animal.
- P. The owner is fully responsible for the behavior of the animal. All liability for the actions of the animal will be the responsibility of the owner.
 - a. Animals must not disrupt others (e.g. barking continuously, growling, yowling, howling, crying, etc.)
- Q. Any concerns by residents, staff or other university personnel about health, safety, disruption or damage concerning the animal should be directed to the Resident Coordinator of the area.
- R. In the event of a formal complaint, the Executive Director or Designee will determine whether the animal's presence no longer aligns with the legislation outlined by the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973. At this time, an investigation will ensue to determine whether the owner can continue to house the animal in university owned residence.
 - a. A formal complaint constitutes a written document identifying specific incidences the complainant has regarding the animal or the owner.
 - b. If the formal complaint filed is deemed legitimate and outlines relevant health or safety concerns for staff, students or any other university affiliate, the owner will be expected to remove the animal.
- S. The owner agrees to continue to abide by all other residential policies. An exception to the policy that otherwise would prohibit having an Animal does not constitute an exception to any other policy. Students may be charged with violations to the University Student Code of Conduct and or Residence Hall Regulations for significant residence hall disruptions caused by an Animal in their care.

Name: _____ **Building/Room Assignment:** _____

Checklist of Required Items for Approval of Emotional Support/Comfort Animal

Animal Type: _____

Animal Breed: _____

Animal's Name: _____

Initial Request Requirements:

- File a Housing Accommodation Request form with the Office of Residence Life & Community Development.

If approved, the following documents will be required.

Secondary Requirements and Documentation:

- Letter from a physician, psychiatrist, social worker, or other mental health professional that verifies the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability.
- Proof of vaccinations/procedures, including:
 - Rabies (in accordance with Philadelphia ordinances)
 - DHLPP vaccines
 - Spayed or neutered
- (Dog/Cat) Philadelphia City Dog/Cat License
- (Dog/Cat) Identification tags
- Photograph of animal (to remain on file with Residence Life & Community Development)

Once Approved:

- Outreach to owner's roommates regarding animal (with Community Development [housing@lasalle.edu] CC'd in communication)

Printed Name _____

Signature _____

By signing above you are stating you have completed all requirements and provided appropriate documentation to the Office of Residence Life & Community Development.

Contractual Agreement for Emotional Support Animal

Should the conditions and expectations outlined in this policy not be met, the owner will receive written notice from Residence Life & Community Development to remove the animal within 48 hours. It will be the responsibility of the owner to find a suitable home for the animal.

The University shall not, under any circumstances, be held liable for any personal injury or damages caused by the owner's animal. The owner does hereby agree to indemnify and hold La Salle University harmless from all property or injuries to persons caused wholly or in part by, or resulting from, the owner's animal, which will be living with the owner in their assigned residence La Salle University. The University suggests that the animal's owner purchase renter's insurance.

Violations concerning any of the aforementioned may result in the resident having to find alternative housing off campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract and the University Student Code of Conduct.

Dog owners are strongly encouraged to enroll in behavior/training courses with a reputable training school/trainer as the courses do as much to teach the animal as the owner about their animal.

I have reviewed the responsibilities for bringing an Emotional Support Animal to campus and agree to abide by the rules and responsibilities as outlined.

Name of Owner

Date

Signature of Owner

Please identify two people who live within one hour of the university who can be contacted in case of an emergency if the animal needs to be removed from the student's room.

Name

Relation to Student

Phone

Name

Relation to Student

Phone

Approved: _____

Denied: _____

Notification Date: _____

RLCD Signature: _____

If denied, Rationale: _____
