

**Campus Disability Services
Oklahoma City University**

Expectations Regarding Possession of an Emotional Support Animal in University Housing

The following expectations express the intention of Oklahoma City University (“University”) to provide resident owners of assistance animals (“Owner”) with equal access to University Housing and to clarify Owner and University roles and responsibilities in a collaborative and respectful manner.

1. General
 - a. The expectations outlined in this document pertain to University housing facilities only.
 - b. A resident will be approved to have only one assistance animal at a time in campus housing.
 - c. The resident’s need for an assistance animal will be reevaluated each year by the Housing Accommodations Committee.
2. Animal Care, Treatment and Licensing
 - a. The Owner must ensure that his/her animal is in good health and is suitably vaccinated. Documentation from a veterinarian must be kept with the Owner to prove the animal is up to date on its vaccines and is appropriate to have in the community.
 - b. The Owner is solely responsible for the care, behavior, and oversight of his/her animal; University may require temporary or permanent removal of the animal if/when a concern for the health and/or safety of the animal or other residents is raised.
3. Handling of the Animal
 - a. The Owner must maintain control of his/her animal at all times.
 - b. The Owner’s animal must be leashed, caged, or otherwise within Owner’s physical control while outside of the Owner’s assigned residence.
 - c. Any display of aggressive behavior by the animal could result in immediate and permanent removal of the animal from University housing and the University campus.
4. Maintenance of Facilities
 - a. The Owner is responsible for maintaining the cleanliness of his/her animal and must immediately clean up any messes left or created by the animal.
 - b. The Owner will be charged for repair and/or cleaning for any damage to property, except for reasonable wear caused by occupancy of the residence.
 - c. The Owners residence may be inspected for fleas, ticks, or other pests as needed. If fleas, ticks or other pests are detected during the inspection, the residence will be treated using the University-approved pest control, and the Owner will be billed for this expense.
 - d. The Owner is responsible for cleaning charges after the animal has been removed from the residence in order to return the residence to ‘pre-animal’ condition, which includes carpet cleaning and pest control.
5. Location of the Animal
 - a. The Owner must not leave his/her animal unattended in the Owner’s assigned residence or in any other part of University housing for more than 24 hours. When the Owner is not present, the animal must be confined to the Owner’s assigned residence.
 - b. The University will mark the exterior of the Owner’s residence to alert those entering the residence to the presence of the animal.
 - c. The Owner must notify Campus Disability Services in writing if the approved animal is no longer needed or is no longer in the Owner’s residence. To replace an approved animal with a different animal, the Owner must file a new request for accommodation.
6. Entry by University Staff and Contractors

- a. Members of University staff or contracted vendors occasionally enter residences for repairs or inspection. Except in emergencies or where notice is impractical, the University will provide at least two (2) calendar days notice prior to entry to allow the Owner time to confine the animal or arrange alternate placement of the animal while staff or contractors are present. Upon receipt of notice of entry, the Owner should contact his/her Resident Director to determine the scheduled entry time.
 - b. In the event University staff or contracted vendors require access to the Owner's residence, the Owner may be requested to temporarily remove the animal where the nature of the maintenance work makes it impractical for the animal to be present.
 - c. University staff and contracted vendors will not be held responsible if the Owner's animal escapes from the Owner's assigned residence during a pre-announced repair or maintenance visit.
7. Emergency Evacuation
- a. University personnel are not responsible for removal of the Owner's animal during emergency evacuations or in events such as a fire or flood.
8. Release of Information
- a. I understand that Campus Disability Services and Housing will notify University staff concerning approval of a service or assistance animal to be in University housing, with those to be notified to include Resident Directors, Resident Assistants and other staff with a legitimate need to know of the presence of the animal.

I acknowledge receipt of these *Expectations Regarding Possession of a Service or Emotional Support Animal in University Housing* and have been given the opportunity to discuss them with a representative of University Housing and Disability Services.

Owner Name (Please Print)

Owner Signature

Date

Roommate Acknowledgement

(Only applicable if the owner is not in a single and shares common space with roommates)

By my signature below, I understand that I will share the common areas of my assigned residential space with the animal approved by Campus Disability Services and OCU. Should I have any concerns regarding the care and control of the approved animal, I will discuss my concerns with the approved animal's owner and Campus Disability Services. I realize Oklahoma City University is not responsible for damages the animal may cause to any of my personal belongings.

Resident's Name

B-Number

Date

Resident's Name

B-Number

Date

Resident's Name

B-Number

Date