

**Santa Clara University
Resident Faculty/Staff Pet Policy
2022-2023**

Staff and faculty residing in designated apartments on campus may keep a pet(s). Dogs, cats and fish are the only pets permitted in university housing under this policy.

The following policy is for pet guardianship among professional staff and faculty, including Faculty Directors, all Residence Life live-on staff, Counselors-in-Residence, and Building Resident Managers (hereinafter "Employee") and is intended to address and manage the implications of those caring for pets.

Maintaining a pet in residence is a privilege and that privilege may be terminated at any time by the Director of Housing Building Operations, in consultation with the respective supervisor. Many students have allergies and other medical conditions that will receive primary consideration.

Employee must comply with the following: (Initial each item:)

1. ___ Permission to house a pet in university housing must be obtained from the respective supervisor.
2. ___ No more than one pet (cat or dog) or a fish aquarium are permitted. Employees hired before July 1, 2019 are grandfathered in under the former policy. In grandfathering, any individuals with more than two pets will revert to compliance with the current policy when one or more pets no longer reside on campus.
3. ___ Only pets weighing less than 35 pounds when fully grown, and of an approved breed (attached) are permitted; fish aquariums can be no larger than 5 gallons.
4. ___ Employee must provide a one-time \$1,500 deposit to the Housing Office before a pet is allowed to reside in the unit. Deposits are required regardless of the reason for the pet (emotional support animal, service animal, personal pet, etc). Restitution will be made from the deposit for replacement of furnishings, damage to floor coverings, or any other damage related to the pet's presence, beyond normal wear and tear. The Housing Office maintains the ability to bill for additional expenses in excess of the \$1,500 deposit. Employees will be charged and be required to make full payment within fourteen (14) days after vacating their units, or may be subject to collections
5. ___ Employee must produce evidence annually that they have a renter's insurance policy that includes coverage for liability and does not exclude coverage for pets or liability from pets. All liability for the actions of the pet is the responsibility of the

Employee.

6. ___ Any sign of flea infestation and/or ticks must be attended to promptly and reported to the Housing Office at (408) 554-4900 with the understanding that the cost of any and all flea treatment for the pet and the living space is the responsibility of the Employee.
7. ___ All pets must be kept in the private space of the Employee. The Employee must use reasonable discretion when allowing the pet(s) in common areas. Dogs and cats must be maintained under a standard measure of restraint (i.e. leash) at all times outside the unit. Pets are not to be left unattended on a patio, porch, or other areas outside of the Employee's unit at any time.
8. ___ Employees are expected to clean up after their pets immediately and at all times while on campus. Dogs and cats must be housebroken. Cat litter, newspaper, wood chips, or any material used for bedding or elimination must be disposed of directly into dumpsters.
9. ___ Building access will not be provided for the purpose of pet care. If the Employee leaves town, appropriate care must be secured prior to departure. Students and staff members are not obligated, nor may they be required, to care for pets.
10. ___ Employees are strongly encouraged, but not required, to take their pets through formal obedience training by a licensed pet behavioral specialist.
11. ___ Pets that constitute a nuisance to other residents (barking continuously, whining, howling, unruly behavior), as determined by the Director of Housing Building Operations and in consultation with the respective supervisor, must be removed within seven (7) calendar days of notification.
12. ___ Employees must be responsive to complaints by residents or University personnel in addition to formal grievances that may be filed with the offices of Housing and Residence Life. Complaints can be filed against the pet; regardless of who is in possession of the pet when the violation occurs (those caring for Employee's pet in Employee's absence are also obligated to follow this policy). Violation of this policy may result in the Employee needing to immediately remove the pet from campus.
13. ___ Employees must stay current with all necessary vaccinations, immunizations and licensing. Appropriate licensing, vaccinations and health records of the pet must be verified prior to the pet moving into the unit and must be maintained by Employee and submitted annually electronically to housing@scu.edu. The pet must be spayed/neutered as soon as appropriate.

14. ___ All residents of the building where a pet resides will be notified that there is a pet in the building prior to fall move-in and/or prior to the occupancy of a new pet. Information shared should include, but is not limited to, specific animal and breed information, such as size and weight of pet and picture of pet.

15. ___ Once the pet (excluding fish) is in residence, a sign will be posted by the Housing Office indicating that there is a pet in the living unit. The sign is for informational purposes as well as emergency notification, (i.e., in event of fire there are animals inside).

16. ___ Pet policy agreements are conditional and they may be revoked for the following reasons:

- Failure to control the behavior of the pet
- Damage to university property
- Failure to properly dispose of pet waste
- Odor or sanitation problems
- Harm to others
- Neglect or abuse of the pet
- Failure to abide by above stated expectations

My signature acknowledges my agreement to abide by the conditions stated in this policy.

Employee Signature and Date

Santa Clara University Offices of
Housing and Residence Life Pet
Approval Form

Name: _____ Position _____

Building and Apartment Number: _____

I am requesting to obtain the following type of pet:

- _____ Dog (reference Dog Breed and Weight Information attached)
- _____ Cat
- _____ Fish (in 5 gallon aquarium or less)

Sex: M F Spayed/Neutered: Y N (Date:)

Veterinarian: Phone:

Proof of vaccinations good through (date)*:

City License # (cats & dogs only)*:

The specific type/breed that I am requesting approval for is:

The estimated adult weight of this animal is:

Specific things to know about this animal, such as breed traits or characteristics, or special maintenance needed:

Are you aware of any aggression or harm caused to others? If so, please specify.

I would like to have this pet by: (Date)

I understand that by having this request approved and having a pet, I am responsible for obeying the Santa Clara University Pet Policy. I also acknowledge it is my responsibility to provide on an annual basis copies of my pet's licensing and vaccination and rental insurance records. I know that at any time this pet policy may be terminated and I may need to remove my pet immediately and find adequate housing off campus. I also understand that I cannot house this pet on campus until this form has been approved. I understand and agree I am responsible for all damage caused by my pet and agree to indemnify Santa Clara University for any claim or liability resulting from my acts or omissions or the acts of my pet. Signature:

_____ Date: _____

For Office Use Only:

Permission granted from respective supervisor:

Approved: Yes No
Date:

Comments:

Santa Clara University Offices of
Housing and Residence Life Dog
Breed and Weight Information

There are certain dog breeds that are prohibited by the Santa Clara University pet policy and also certain breeds that are allowed. This list is not inclusive and therefore all breeds are subject to approval.

All dogs should have an adult weight not exceeding 35 pounds.

Dog Breeds that are excluded
include, but are not limited to:

- Pit Bull
- Rottweiler
- Huskies
- Doberman
- Pinscher (mini and standard) ● Pomeranian
- Akita
- German Shepherd
- Boxer
- Airedale Terrier
- Bouvier des Flandre
- Briard
- Weimaraner
- Chow

Dog Breeds that are allowed, due to their
traits:

- Pug
- Schipperke
- Schnauzer (miniature)
- Scottish Terrier
- Yorkshire Terrier
- Cocker Spaniel
- Welsh Corgi
- West Highland White Terrier ● Whippet
- Italian Greyhound
- Lhasa Apso
- Poodle
- Bichon Frise
- Boston Terrier
- Dachshund
- Cairn Terrier
- Chihuahua
- Maltese
- Shih Tzu

These breed lists are not meant to be all-inclusive and therefore all dog requests must be approved. Dogs adopted through a shelter must be within the expected adult weight limit and should not have any indication of a breed mixture that includes breeds from the restricted list.

Santa Clara University Offices of
Housing and Residence Life Pet
Approval Process

The following items are needed before a pet is brought to campus and annually thereafter.

- Pet Policy and Approval Form must be completed prior to occupancy of the pet and then annually each summer.
- Provide a one-time \$1,500 deposit to the Housing Office.
- Email housing@scu.edu annually by July 1 (or before pet is acquired) and produce evidence of:
 - Pet policy and pet approval form
 - Renter's insurance policy
 - Vaccinations
 - Health records
 - City license
 - Specific animal and breed information, such as size and weight of pet, picture of pet and pet's name.
- It is recommended that pets be on a flea and tick preventative programs (i.e. Frontline, Advantage, etc.).
- The pet must be spayed/neutered as soon as appropriate.