

**Minnesota State University, Mankato: Department of Residential Life
Live-In Staff Pet Policy**

The staff member seeking approval to have a pet in their assigned housing location must complete this form. Approval is required prior to the pet being allowed in the staff member's housing location. By initialing and submitting this document, staff members acknowledge the below expectations and responsibilities as owner.

Pets Allowed

- _____ 1. Professional live-in staff are permitted to have an aquarium (up to 20 gallons in volume) and either one caged bird, one cat, or one dog. Graduate live-in staff are permitted to have an aquarium (up to 20 gallons in volume) and either one caged bird or one cat.

- _____ 2. Dogs older than 10 months are welcome to live with full-time staff, with the exception of the following breeds/mixes: Rottweilers, German shepherds, pit bull terriers, mastiffs, great Danes, cane corsos, Staffordshire terriers, Akitas, and Doberman pinschers.

- _____ 3. Cats older than 6 months are welcome to live with full-time staff.

Licensure and Liability

- _____ 1. All pets must meet conditions established by the City of Mankato. Details can be found at: <https://www.mankatomn.gov/city-services-a-z/city-services-a-m/animal-control>. Timely proof of registration must be submitted to the Associate Director.

- _____ 2. Reasonable precautions to protect the property of the University will be taken by the owner. If the pet damages University property, then the owner will be financially responsible for said damages.

- _____ 3. Liability for the actions of pets will be the responsibility of the pet owner. As such, liability insurance is required for pets. A certificate of insurance must be provided to the Associate Director prior to the pet's arrival.

- _____ 4. Pet owners must control their animal at all times. All pets must be maintained under a standard measurement of restraint (i.e., leash or carrier) when outside of an assigned living space.

- _____ 5. Dogs must wear a license tag, a current rabies vaccination tag and a tag that identifies the owner and contact information in case of emergency.

- _____ 6. Pet owners must use the most direct route to and from the exterior door of the building where they live when transporting their pet.

- _____ 7. Pets cannot roam freely inside or in areas surrounding the residence halls.

Care for the Pet

- _____ 1. Routine care of pets is expected and includes flea and tick prevention, de-worming, nail trimming, and annual examinations at the owner's expense. If fleas, ticks, or other pests are detected through inspection, the assigned living space will be treated by Pest Control, and the costs will be assessed to the pet owner. Any suspected animal neglect will be reported to the proper authorities.

- _____ 2. Pet feces must be disposed of properly and in a timely manner. Proper disposal is defined as in a sealed container and placed directly in a waste receptacle. Neither litter nor feces are to be flushed.

- _____ 3. Indoor animal waste must be disposed of at least weekly and more frequently, if needed, to minimize odor. Feces on University grounds are to be disposed of immediately.

- _____ 4. Pets must have all required vaccinations. Dogs must be current on Distemper, Hepatitis, Bordatella, and Rabies. Cats must be current on Distemper, Rabies, Rhinotracheitis, Calicivirus and Panleukopenia. Timely copies of vaccination records must be provided to the Associate Director.
- _____ 5. Cats and dogs must be neutered or spayed at the appropriate age. Verification from a veterinarian must be on file with the Associate Director. Cats do not need to be de-clawed.
- _____ 6. Pets cannot be left overnight in university housing unattended. The pet owner is responsible for arranging care for the pet while away from their assigned living space for extended periods of time. Pets cannot be taken to others' assigned living spaces on campus for care.
- _____ 7. Pet owners must provide contact information for two individuals who can come to campus within two hours notification in the event of an emergency. The people listed below may be contacted to retrieve the pet:

Name: _____
 Phone: _____
 Email: _____

Name: _____
 Phone: _____
 Email: _____

Care for the Community

- _____ 1. Pets cannot make excessive noise or noise that can be heard outside of a closed room.
- _____ 2. The pet owner is expected to instruct others on appropriate interactions with the animal.
- _____ 3. Pets constituting a nuisance to other residents, as determined by the Associate Director, or their designee, must be removed within seven (7) days of notification.
- _____ 4. Dog owners are encouraged to enroll their dog in obedience training.

This agreement is binding and is made and entered into by the undersigned live-in professional or graduate staff member and MSU, Mankato Department of Residential Life. Residential Life reserves the right to remove pets that do not meet these terms.

If Residential Life changes its Pet Policy further, pet owners may file a request with the Associate Director to have their pet "legacied" into the revised policy. The Associate Director's, or their designee's, decision regarding a request is final.

Pet Information

Pet Name: _____ Type: _____ Breed: _____

Weight: _____ Age: _____ City License #: _____

Vaccinations rcvd: ____ / ____ / ____ Spay/neuter rcvd: ____ / ____ / ____

Date requesting pet to occupy apartment: _____

My signature acknowledges my responsibility to abide by the terms of this agreement.

Signature of Staff Member: _____

Date: _____

Signature of Supervisor: _____

Date: _____

Signature of Associate Director: _____

Date: _____