

## Guidelines and Agreement: Service or Support Animal in University Housing

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### Partner Responsibilities

All service or support animals in University Housing must meet the following requirements in addition to those outlined in the *UCSC Service/Support Animal Policy and Procedures*:

1. Provide the following registration:
  - a) Partner must register their animal with Santa Cruz County Animal Services.
  - b) Partner must keep all required vaccinations up-to-date.
  - c) The animal must have identification at all times. For cats and other small animals which may not tolerate collars and tags, microchip identification is sufficient. An exception can be made for animals that are primarily caged and confined to the residence.
2. The partner is at all times responsible for the behavior of the animal. A partner may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, running around, bringing attention to itself, jumping up on people, exhibiting aggressive behavior, repeated soiling of facilities) if the partner is unable or unwilling to take effective action to control the animal. Repeated instances of such behavior may result in exclusion from university facilities until the partner can demonstrate that s/he can effectively control the animal. Partner must also ensure that the animal is kept clean and well-groomed. Animals that are excessively unclean (e.g., repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from University facilities.
3. Animals must be leashed using a leash that is 6' in length or less, harness or tether, or securely confined in a crate or carrier, unless (1) the partner is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede the animal's safe and effective performance of its work or task. Support animals are only allowed outside the partner's residence within a 100' perimeter for the sole purpose of toileting; an exception is allowed for the purposes of reaching the nearest transit stop or the partner's vehicle to travel off campus.
4. The partner is responsible for any damage caused by the animal and must take appropriate precautions to prevent property damage or injury. The partner is financially responsible for the actions of the animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc. The partner is expected to cover repair and property damage costs.
5. The partner is responsible for any expenses the University incurs for cleaning which is above and beyond normal cleaning, including removal of odors caused by the animal, or for repairs to University premises. Potential costs include those incurred while the partner occupies the residence and those assessed the partner vacates the residence.
6. As a necessary and agreed upon service, University housing may enter the partner's residence to determine the need and extent of management of fleas, ticks, or other pests introduced by service/support animals as needed. A University-approved pest control service will perform any necessary fumigation services, and the partner will be billed for the expense of any pest treatment above and beyond normal required pest management.
7. The partner must notify the Associate Vice Chancellor for Colleges, Housing and Educational Services (if an employee) or the Associate College Administrative Officer/Assistant Director (if a student) in writing if the animal is no longer needed as a service or support animal, or is no longer in residence. The partner must file a new registration (for service animals) or request (for support animals) when substituting an animal.
8. In the absence of its partner, the animal may not remain in residence for more than a total of eight (8) days, seven (7) nights for any contiguous duration; and may not remain for more than a total of fifteen (15) days during one fiscal year.
9. Any violation of the above rules will be reviewed through the Grievance Procedures as outlined in the UC Santa Cruz Service/Support Animal Procedures document.
10. These guidelines will be reassessed annually.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Partner Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
AVC for Colleges, Housing and Educational Services or designee (for employees)  
or ACAO/Assistant Director (for students) Date

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**Service/Support Animal Documentation for University Housing**

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PARTNER NAME: \_\_\_\_\_

PARTNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RESIDENTIAL COMMUNITY: \_\_\_\_\_ BUILDING: \_\_\_\_\_ APARTMENT/: \_\_\_\_\_  
ROOM

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Service animal       Support animal (type of animal: \_\_\_\_\_)

Breed: \_\_\_\_\_

Sex: \_\_\_\_\_

Name of Animal: \_\_\_\_\_

Vaccinations Dated: \_\_\_\_\_

License: \_\_\_\_\_

County of licensure: \_\_\_\_\_

Spay/Neuter Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Attach copies of vaccination and licensure records and keep in file.*