

## **Vanderbilt University Pet Policy for Live-in Employees**

Vanderbilt University permits live-in employees, be they faculty or staff, to own and keep pets in their University assigned housing. The requirements of the policy are as follows:

1. Pets are limited to domesticated dogs, domesticated cats and fish. No exotic pets are permitted.
2. The University employee shall be fully responsible for the pet in University assigned housing, even if the pet belongs to a spouse, child or other person.
3. The employee must submit a Pet Application Form to the employee's supervisor at least 5 working days prior to acquiring or bringing pets into the university assigned housing.
4. In consultation with the Office of Risk Management, the supervisor will review the Pet Application and approve or deny the request. Only approved pets will be permitted in the University assigned housing.
5. The Office of Housing and Residential Education will conduct an inspection of the University assigned housing and document the condition of the living space in a "pre-pet" condition report. The report will be kept on file by the Office of Housing and Residential Education. Copies will be provided to the employee and the employee's supervisor. A "post-pet" inspection will be completed by the Office of Housing and Residential Education to assess damage charges. In consultation with the employee's supervisor, the Office of Housing and Residential Education reserves the right to conduct periodic and announced inspections of University assigned housing.
6. Only one dog or cat is permitted per employee residence unless the employee's supervisor, in consultation with the Office of Risk Management, grants an exception.
7. The employee must have appropriate liability insurance for each pet, with minimum bodily injury coverage of \$300,000.
8. The University shall not under any circumstances be held liable for any personal injury or damages caused by the pet. The employee agrees to indemnify and hold harmless from all payments, and claims and liabilities for losses or damages to property or injuries to persons caused wholly or in part by the pet, or resulting from the pet living in the employee's assigned University housing.
9. Any and all damages caused by a pet and beyond the normal wear and tear from residential living are the responsibility of the employee, who will be assessed charges for repair and replacement.
10. To minimize the possibility of pest infestations (including, but not limited to, ticks and fleas), employees are required to utilize a veterinarian recommended flea control program. The Office of Housing and Residential Education will utilize Plant Operations services to make determinations of pest infestations and to provide pest treatments of University assigned housing, including, but not limited to, steam cleaning of furnishings

and application of pesticides. The employee will be assessed charges for treatment of pest infestations.

11. Since subsequent employee occupants may have pet-related health concerns (e.g., an allergy to cat dander), departing employees will be assessed charges to return the assigned housing to a pet-free living environment (e.g., steam cleaning and applying anti-allergen treatments to carpets, draperies and furnishings).
12. Dogs and cats must be spayed or neutered at the appropriate minimum age as determined by a veterinarian. Dogs and cats must wear collars with current rabies tags at all times. The supervisor must be presented with and keep on file the documentation listed below. This documentation must be updated annually.
  - Certificate of insurance that includes bite coverage
  - Proof of required vaccinations (including rabies)
  - Any other documents as required by Tennessee law.
13. It is the responsibility of the employee to prevent human injury, damage to property or disruption of residential life by the employee's pet. A pet must be maintained under standard restraints such as a collar and leash, not exceeding four feet, or in a carrying case when outdoors and must be confined to the employee's living space when not in transit. A pet must exit the employee's living space by the employee's private exterior entrance or, if not available, by the most direct path. A pet is not allowed on residence hall floors unless entering or exiting the facility under collar and leash and by the most direct route possible. When the living space is being used to host guests for University purposes, a pet must be under leash and collar control by the employee or secured in a room not being used for the occasion. A pet must be maintained in a manner that does not disturb other residents due to noise, odor, etc. The employee must be responsive to complaints from residents. A pet must be fed and watered in the living space. Pet food and water may not be left outside the living space at any time. In the living space, the pet may urinate or defecate only in a litter box or a newspaper covered cage that is cleaned regularly to minimize odor problems. Pet feces must be disposed of properly. It is the employee's responsibility to shovel feces from University property, dispose of it in a plastic bag, and place the bag in an outside dumpster.
14. The employee must post a "Pet in Residence" sign of the entrance door to the employee's University assigned housing. During times when University housekeeping or maintenance staff are in the University assigned housing, the pet must be properly restrained and the employee present or the employee shall temporarily remove the pet from the premises. The employee is responsible for coordinating housekeeping and maintenance visits with the Area Maintenance Supervisor.
15. A pet is not permitted to stay in University assigned housing if the employee or other occupants of the living space will be away overnight or for more than 24 hours. Student

staff and students are not permitted to provide care for a pet in University assigned housing.

16. A pet deemed dangerous by the employee's supervisor, following consultation with the Office of Risk Management, must be removed as indicated by University authorities. A 'dangerous' pet is one which without justification initiates aggressive physical contact with a person or domestic animal causing physical injury or death, or behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of injury or death to one or more persons or animals.
17. In consultation with the office of Risk Management, the employee's supervisor reserves the right to revoke the approval of a pet at any time.
18. Appeals of supervisor decisions regarding employee pets should be directed to the Office of the Provost.
19. The Vanderbilt University Pet Policy will be reviewed annually by the Office of Risk Management and supervisors of live-in employees.

**VANDERBILT UNIVERSITY  
LIVE-IN EMPLOYEE PET APPLICATION**

I have read and understand the pet policy published by Vanderbilt University. I am providing the following information in order to comply with the pet policy and to register my domestic pet/s. I agree to comply with the conditions and regulations of the policy. I understand that a pet's registration may be revoked as outlined in the pet policy. I hereby consent to periodic and announced inspections of my University assigned housing as a condition of the pet policy.

NAME (Print or Type) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_

DOG'S NAME: \_\_\_\_\_

DESCRIPTION:

\_\_\_\_\_

CURRENT VACCINATIONS: \_\_\_\_\_ (Indicate date of vaccination)

SPAYED OR NEUTERED: \_\_\_\_\_ (Indicate date or expected date of procedure)

METHOD OF FLEA CONTROL: \_\_\_\_\_

CAT'S NAME: \_\_\_\_\_

DESCRIPTION:

\_\_\_\_\_

CAT SPAYED OR NEUTERED: \_\_\_\_\_ (Indicate date of procedure)

CURRENT VACCINATIONS: \_\_\_\_\_ (Indicate date of vaccination)

METHOD OF FLEA CONTROL: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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