
College Housing Service or Support Animal Agreement

Service/Support Animal User Responsibilities

All service or support animal users in Westmont College Housing must meet the following requirements in addition to those outlined in the *Westmont Service/Support Animal Policy and Procedures*:

1. Provide the following registration:
 - a. User must register their animal with Santa Barbara County Animal Services.
 - b. User 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 User is at all times responsible for the behavior of the animal. A User 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 User is unable or unwilling to take effective action to control the animal. Repeated instances of such behavior may result in exclusion from college facilities until the User can demonstrate that s/he can effectively control the animal. User 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 the college 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 User is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede on the animals safe and effective performance of its work or task. *Support animals are only allowed outside the User'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 User's vehicle to travel off campus.*
4. The User is responsible for any damage caused by the animal and must take appropriate precautions to prevent property damage or injury. The User 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 User is expected to cover repair and property damage costs.
5. The User is responsible for any expenses the college incurs for cleaning which is above and beyond normal cleaning, including removal of odors caused by the animal, or for repairs to college premises. Potential costs include those incurred while the User occupies the residence and those assessed when the User vacates the residence.
6. As a necessary and agreed upon service, college housing may enter the User's residence to determine the need and extent of management of fleas, ticks, or other pests introduced by service/support animals as needed. A college-approved pest control service will perform any necessary fumigation services, and the User will be billed for the expense of any pest treatment above and beyond normal required pest management.
7. The User must notify Office of Disability Services (ODS) and Housing in writing if the animal is no longer needed as a service support animal, or is no longer in residence. The User must file a new notice of intent to use a service animal in residence or request to use a support animal when substituting an animal.
8. With the exception of fish, animals housed in college residences will not be left alone for extended periods (in no case longer than 8 hours). In the event that an animal is left alone in a room or apartment for longer than a reasonable time, and is not being attended to as needed (food, time outside, allowed to create a disturbance, etc.), College Housing will contact the resident or their emergency contact to remove the animal.

9. Failure to maintain a service or support animal in accordance with the responsibilities outlined here may result in removal of the animal from campus. Users who wish to appeal a decision to remove an animal may do so pursuant to the ODS grievance procedure found here:
http://www.westmont.edu/_offices/disability/GrievanceProcedure.html
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.

_____ /_____/_____
User Signature Date

_____ /_____/_____
Director of Disability Services Date

Service/Support Animal Documentation for College Housing

USER NAME: _____

USER SIGNATURE: _____ DATE: ____/____/____

RESIDENCE HALL: _____ ROOM: _____

Phone: _____ Email: _____

_____ Service animal _____ Support animal (type of animal: _____)

Breed: _____

Sex: _____

Name of Animal: _____

Vaccinations Date: _____

License: _____

County of licensure: _____

Spay/Neuter Date: ____/____/____