Responsibility of an Individual with an Assistance Animal
In University Housing

This acknowledgement form must be signed by an individual who has been approved for the accommodation of an assistance animal in University of Maine housing. A copy of this document will be provided to the student and copies will be on file at both Residential Life and Disability Services.

Notification: The individual agrees that Disability Services will disclose information regarding the presence of the Assistance animal to those individuals who may be impacted, including, but not limited to, Residence Life staff and potential or actual roommates/neighbors. Such information will be limited and will not include specific disability related information.

Up to date vaccination records: If applicable, depending on type of animal, a veterinarian must inspect the animal before being brought into the residence halls. All shots and vaccinations must be up to date. A record of this information must be provided annually and kept on file with both Residential Life and the Disability Services. This record must be provided prior to the student/owner having the assistance animal in the residence hall.

 Provision for Cats and Dogs: Cats and Dogs must be spayed or neutered at the appropriate age. A copy of the vet report must be on file with the Housing main office and the Disability Services office.

 Licensing: If applicable, the owner must follow all local or home town licensing laws and tag laws pertaining to the animal.

 Control, Clean up and Grooming Requirements:

The owner is liable for all actions of their animal and should be in total control and restraint of the animal at all times.

It is the owner’s responsibility to IMMEDIATELY clean up any mess that the animal leaves in public places (i.e. hallways, grassy areas). Waste should be disposed of by securing in plastic bag and disposing in an outside trash receptacle. It is the owner’s responsibility to remove cat or other small animal litter to a pre-approved trash location. Residence life staff will assist with determining appropriate location. Litter should never be disposed of by using University bathroom facilities regardless of whether litter product is advertised as “flushable.”

The animal must never be let outside of the residence hall room without being attended. Cats and dogs must be in carriers at all times when outside the residence hall room. If appropriate the animal must be on a leash.

The animal should not be in areas other than the residence hall room without prior approval as part of the accommodation request process. If an accommodation exists for areas outside the resident hall room, the animal should be restrained and under the owner’s control at all times.

The animal must be properly cared for (i.e. exercised, let out for free time, nourished properly) and must not become a nuisance to those who live around the area. If complaints regarding the animal are received, they will be investigated. If the investigation substantiates that the animal is not being properly cared for or is a
nuisance to others, Residential Life and Disability Services Staff will work with the student to resolve the matter. If no reasonable resolution is available, the owner must remove the assistance animal within 72 hours of this resolution notification.

If the owner of an assistance animal takes vacation or has an extended leave (more than 24 hours), the animal must be boarded or removed from the residence hall. The owner will identify an emergency contact to care for the animal to both Housing Programs and the Disability Services. If the owner of an assistance animal fails to remove the animal when taking a vacation or extended leave, the University reserves the right to remove and board the animal, at the owner’s expense, until the owner is able to return to the residence hall.

Notification of need or new animal: The owner must notify Disability Services staff if the animal is no longer needed or is no longer in residence. To replace an assistance animal, the new animal must be necessary because of the owner’s disability and the owner must follow the procedures of this policy and request approval for a new assistance animal.

Removal of an Animal: An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal’s behavior. Any such occurrence will result in a review of the incident and approval for animal possession may be revoked.

Liability: All liability for the actions of the animal (bites, scratches, running away, etc.) is the responsibility of the owner. The University strongly recommends that the owner have appropriate liability insurance in the event of an animal bite, scratch, etc.

The owner will take all reasonable precautions to protect the property of the University and the residents.

Property Damage: Owners of assistance animals are solely responsible for any damage to university property caused by their animals. Upon the owner vacating the residence hall or removal of the animal, the condition of the room/apartment shall be assessed for necessary cleaning. If there is damage that exceeds normal wear and tear, the resident will be charged.

Acknowledgement and Release of Information Consent Form
Having read the aforementioned guidelines, I acknowledge that I understand them, accept them, and agree to abide by them. I understand that if I fail to meet the requirements set forth in this policy, UMaine has the right to remove the assistance animal.

I furthermore provide my written consent that the Disability Services staff may disclose to others the presence of the assistance animal.

I further recognize that my assistance animal may be noticed by others in the residence hall environment (visitors, other residents) and agree that staff may acknowledge the presence of the animal and explain that the animal is permitted in some circumstances for persons with disabilities.
Service or Assistance Animal in University Housing Agreement

__________________________  ________________________
Signature                      Date

______________________________  ________________________
Student/Owner Printed Name     Apartment (Hall, Number)

______________________________
Type of Animal and Name of Animal

**Emergency Contact Information**

Name:  _____________________________________________________

Address:  _____________________________________________________

Phone:  ______________________________________________________

Email:  ______________________________________________________

Questions or concerns related to these guidelines should be addressed to the Disability Support Services office at dss@maine.edu, 207-581-2319.

Disability Services
University of Maine