

## Responsibility of an Individual with an Emotional Support Animal

The acknowledgement form at the end of this document must be signed by the individual who has been approved for the accommodation of an Emotional Support Animal (ESA) in University housing. A copy of this document will be provided to the student and copies will be on file at both Housing and Residence Life and Disability Services.

**Notification:** The Owner agrees that Disability Services may disclose information regarding the presence of the Emotional Support Animal (ESA) to those individuals who may be impacted, including, but not limited to, Housing and Residence Life staff, Facilities, and potential or actual roommates/neighbors. Such information will be limited and will not include specific disability related information.

**Current vaccination records:** Any animal brought into the residence halls must be in good health. If applicable, depending on type of animal, a veterinarian must inspect the animal before it is 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 Disability Services. This record must be provided prior to the student/owner having the ESA 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 Disability Services.

**Licensing:** The owner must follow all local or hometown licensing laws and tag laws pertaining to the animal. The University has the right to require documentation of compliance with such laws and/or regulations.

### **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. This includes having the animal restrained when necessary.

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 it in a plastic bag and disposing it in an outside trash receptacle. It is the owner's responsibility to remove cat or other small animal litter to the dumpster outside the residence hall. Litter should never be disposed of by using University bathroom facilities regardless of whether litter product is advertised as "flushable."

The animal will not be bathed or its cage/crate, or bedding cleaned using housing facilities (e.g. communal bathrooms, common areas).

The animal must be contained within the owner's privately assigned living accommodations (e.g., room, suite, apartment) except to the extent that the owner is taking the animal out for natural relief. The animal must never be let outside of the residence hall room without being attended. Cats and dogs must be in carriers or on a leash at all times when outside the residence hall room.

The ESA must be properly housed and restrained or otherwise under the control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.

The animal should not be in areas other than the residence hall room without prior approval as part of the accommodation request process. Requests for an animal in areas other than the residence hall room will be considered on a case-by-case basis and require a formal accommodation and be subject to the same process for requesting accommodations under the Americans with Disabilities Act and its amendments. If an accommodation exists for areas outside the residence 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 and potentially brought through the conduct process. If the investigation substantiates that the animal is not being properly cared for or is a nuisance to others, Housing and Residence Life and Disability Services will work with the student to resolve the matter. If no reasonable resolution is available, the owner must remove the ESA within 72 hours of the resolution notification.

The animal may not be left overnight in University housing to be cared for by an individual other than the owner. If the owner is to be absent from their residence overnight or longer, the animal must accompany the owner or stay safely off campus with caretaker. The owner is responsible for ensuring that the ESA is contained (caged or crated) as appropriate, when the owner is not present during the day while attending classes or other activities. The University reserves the right to inspect the enclosure to be used in containing the animal. The owner will identify an emergency contact to care for the animal to both Housing and Residence Life and Disability Services. The emergency contact person cannot be another on-campus resident. If the owner of an ESA 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 if the animal is no longer needed or is no longer in residence. To replace an ESA, 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 emotional support animal.

**Removal of an Animal:** The University may require the Owner to permanently remove the animal from housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. the animal's presence results in a fundamental alteration of the University program;
3. the Owner does not comply with this Owner's Responsibility agreement document; or
4. the animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any

removal of the animal will be done in consultation with Disability Services. If the owner fails to remove the animal in a timely fashion, the University will contact the local animal control officer if an animal needs to be removed, and it will be taken to a shelter. Decisions about removing an animal from campus may be appealed to the Office of Campus Diversity and Equity at 207-581-1226 or 711 (Maine Relay) or [equal.opportunity@maine.edu](mailto:equal.opportunity@maine.edu).

If an ESA approval is revoked, the owner must remove the ESA within 72 hours. If the ESA is removed from University housing for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract.

**Emergency Evacuation:** University personnel will not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel may not be held responsible for the care, damage to, or loss of the animal. The owner must provide the University with the name and contact information for someone who does not reside in University housing and who can take responsibility for the animal within 12 hours should the owner be unable or unavailable to care for it.

**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 ESAs 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. The owner's living accommodations may also be inspected for fleas, ticks or other pests as necessary. If detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University has the right to bill the owner's account for unmet obligations under this provision.

**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, UMPI has the right to remove the emotional support animal.

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

I further recognize that my ESA 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.

_____	_____
Signature	Date
_____	_____
Student/Owner Printed Name	Hall, Room #
_____	_____
Type of Animal and Name of Animal	Cell Phone

**Emergency Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Questions or concerns related to these guidelines should be addressed to:  
University of Maine at Presque Isle  
Director of Student Support Services/ Disability Services  
181 Main Street  
Presque Isle, ME 04769  
[mary.barbosa@maine.edu](mailto:mary.barbosa@maine.edu) or 207.768-9615.