Date:
To:
Re: Assistance Animal Accommodation at Colby College

We encourage you to review this agreement with your family before signing it. As a reminder, you are not permitted to bring your animal to campus without prior approval and your written commitment to abide by these procedures.

Colby College (College) has carefully considered your request for permission to have an assistance animal (dog) reside with you in your residence hall, (building and room #). Subject to approval by your roommates/suitemates and your adherence to the conditions associated with such an allowance, the College has agreed to honor your request for the [_____ semester or academic year of 20xxxx] in accordance with the Fair Housing Act (FHA) and the Maine Human Rights Act. Please know that this accommodation is for one (1) animal; you may not keep any additional animals in your room or elsewhere on campus. Although, we will not inform other students or visitors about the nature of your disability, your signature below authorizes College staff to notify others that the animal has been approved for disability-related reasons when deemed appropriate. Your residence hall dorm may be marked to indicate to those entering that an assistance animal (and what type) may be present.

This accommodation of an assistance animal is for housing purposes only and this accommodation is specific to the location named above, in particular your unit [and the common area shared with your suitemates (if applicable)]. Your assistance animal may not have access to any other location in your or other residence halls, campus indoor public facilities, including classrooms, library, dining or other indoor College facilities. Your assistance animal is not allowed to accompany you to any campus events or activities other than outside campus areas open to the public and their animals. Violation of these restrictions may result in revocation of this accommodation and/or other disciplinary action. If you have any questions about what campus areas are open to the public and their animals, kindly contact the Associate Director of Student Access & Disability Services.

Below is a list of conditions necessary to support this accommodation. Please write your initials next to each of the below conditions indicating that you understand and agree to abide by them. Should you have any questions or concerns regarding the implementation of this accommodation, please speak with the Associate Director of Student Access and Disability Services.

Conditions for Assistance Animals

1. Your assistance animal must be registered with the City of Waterville, State of Maine, meet state licensing requirements and wear tags designating this license. The College may request a record of the animal license as needed to comply with local laws.

2. Your assistance animal must be vaccinated in accordance with state and local laws, rules and regulations. All vaccinations must be current and proof of vaccination must be given to the Associate Director of Student Access & Disability Services before bringing your animal to campus.

3. Your assistance animal must wear a rabies vaccination tag.
4. Your assistance animal must have an annual clean bill of health from a licensed veterinarian. You must provide this certificate to the Associate Director of Student Access & Disability Services before bringing your animal to campus.

5. Your assistance animal must be housebroken.

6. You, as the owner and user, are responsible for cleaning up after your animal’s waste, and should carry sufficient and appropriate equipment to clean up after the animal. Waste must be bagged and discarded in the designated receptacles located outside of residence halls. Animal waste may not be disposed of in interior waste receptacles.

7. All food must be stored in sealed containers to reduce odors as well as insects and rodents.

8. Your assistance animal must be well behaved at all times, whether in your private quarters or on the campus grounds. Your animal cannot pose a risk of health or safety to others. If your animal is out of control by displaying vicious behavior towards people or other animals (such as nipping, excessive barking, running around out of your control or not housebroken) you will be obligated to remove the animal from campus.

9. Your animal must always be under your control. When your animal is outside your private quarters, it must be on a harness, leash, tether or in a cage at all times. When you leave your animal behind in your private quarters, the animal must be caged.

10. You may not leave your animal unattended in your room for more than six (6) consecutive hours at a time. You may not leave your animal in your room at night unless you are present. You may not request your roommates/suitemates or others to attend to the animal overnight. Your animal must be removed from College premises during break periods or any other time in which you are not physically on campus for longer than six (6) consecutive hours. You understand that you may not be authorized to bring your animal on field trips such as on buses or overnight lodging outside the College and will make appropriate arrangements for the animal’s care away from campus.

11. The College is not responsible for the care and supervision of your animal, including the removal of the animal during emergency evacuation events. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

12. As the owner, you are financially responsible for property damage caused by your assistance animal, including but not limited to: cost of repairs, replacement or cleaning of facilities or furnishings beyond normal wear and tear, and any bodily injury or personal injury caused to you or other persons by the animal. The College recommends that you secure adequate insurance to cover any property or personal damage.

11. You indemnify the College from any claims related to harm or damage caused to a third party or property by your animal.
12. If the College is required to assume responsibility for your animal due to illness or incapacity, or because you abandon the animal, all costs incurred by the College will be charged to your student account.

13. As an assistance animal is a housing accommodation, you must renew your request each year. Please submit your housing request by **within 45 days** of your return. While students may request accommodations at any time, please be aware that late requests may be subject to limited availability.

14. You agree that your living accommodations may be inspected for fleas, ticks or other pests if necessary as part of the campus’ standard or routine inspections. If fleas, ticks or other pests are detected through inspection, you will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College reserves the right to bill your student account for unmet obligations under this provision.

**Removal of an assistance animal**

Failure to comply with all of the terms detailed in this letter may result in an assistance animal being excluded from campus housing. The infraction will be treated as a conduct violation and will be handled within the campus conduct process. If the animal poses a threat to the safety of others, Campus Police may be part of a collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and its partner or exclusion of the animal from College facilities.

In the event that an assistance animal is excluded from College facilities or programs in accordance with applicable FHA regulations, the owner will be responsible for securing a placement for his/her animal.

**Conflicting Conditions/Other Safety Concerns**

Allergic reactions to animals are common. Please inform all persons entering your room of the presence of the animal. Persons who have asthma, allergies, phobias or other medical conditions affected by the presence of animals are asked to contact the Associate Director of Student Access and Disability Services. The College will attempt to support a student who prefers not to live in the same unit as an animal. The needs of both persons are considered in resolving the issue.

If an allergy/animal conflict within a residence hall cannot be resolved agreeably, then the Office of Residential Life and the Associate Director of Student Access and Disability Services will collaborate to determine a solution.

**Emergency Contact**

You may choose to provide the name and contact information of a person you designate to take care of your animal should you need to leave campus and/or be unable to care for your animal. This person may not be another student who resides in College residence halls. This person must remove your animal from your residence hall within six hours of your departure from campus. In the case that you do not have an emergency contact or the emergency contact is unable to take your animal in a timely manner, the College will take steps to have your animal boarded at a local animal facility and you will be responsible for any financial charges. By listing an emergency caretaker, you are
giving permission for College personnel to contact this person in the case that you leave campus or are unable to care for you animal.

Name of emergency contact	Phone	Email

Conclusion
We trust that you will be a responsible owner and we hope that this accommodation will provide you with the support you need. If you have any concerns or questions, please contact the Associate Director of Student Access and Disability Services.

Signature	Date