

Housing & Residence Life

TULANE UNIVERSITY

LIVE-IN PROFESSIONAL & GRADUATE ASSISTANT STAFF PET POLICY

Revised: March 2022

Live-in professional and graduate staff are permitted to have approved pets live with them in their assigned Tulane University owned apartment on campus. The employee must be the owner of the pet and must be able to show proof of ownership.

1. For the purpose of this policy, pet is defined as one dog, cat, or animal in a tank not to exceed 10 gallons. Staff may not have more than one pet at any one time while living in their Residence.
2. The professional or graduate Staff member must complete the “Live-In Staff Pet Request Form” to receive final approval from the Director of Housing and Residence Life prior to bringing a pet to campus.
 - a. Housing & Residence Life retains the right to refuse approval for any pet or rescind approval if the pet’s behavior or presence disrupts the hall community, damages the facilities, or threatens the health, safety or comfort of residents. Tulane shall have the sole right to determine if a pet’s behavior or presence is disruptive, damaging or threatening. If a pet causes injury to another, approval is automatically rescinded.
 - b. Approval is granted to both the pet owner and the pet - approval is non-transferrable. Unapproved pets are not permitted on campus under any circumstances. Approved pets may not be supervised or cared for in any campus building outside of their owner’s apartment, however approved animals may be temporarily supervised or cared for by another professional or graduate staff member in the approved owner’s apartment. This temporary supervision or care must be granted in writing by the approved staff member’s direct supervisor and it is the responsibility of the pet owner to seek this approval.
3. In order to be considered for approval, potential pets must meet the following qualifications:
 - a. Pet must be neutered or spayed.
 - i. A pet not yet old enough for surgery at the time of arrival in the community must have the aforementioned documentation presented no later than the date agreed upon (and specified in writing) at the time of approval.
 - b. All pets must meet conditions established by the City of New Orleans for animal ownership established in Chapter 18 of the City of New Orleans Municipal Code, as excerpted below.
 - i. A dog or cat must be vaccinated for rabies in compliance with City of New Orleans Municipal Code Chapter 18, Article IV: Rabies Control.
 - ii. A dog or cat must be licensed annually in compliance with City of New Orleans Municipal Code Chapter 18, Article V: Dogs and Cats.
 - c. A dog or cat must be treated for fleas and ticks as recommended by a licensed veterinarian.
 - d. Pets must live in an aquarium, or be litter trained/housebroken if they are allowed to roam the apartment freely.
 - e. Pets must not weigh more than 40 lbs.
 - f. Animal must be of good temperament around people.
4. Pet owners must pay a \$350 apartment cleaning & maintenance fee (\$100 for graduate staff / interns).
5. Pet owners must procure and provide proof of renter’s insurance (at the pet owner’s expense) with liability limits no less than \$25,000 prior to acquiring a licensed pet. The renter’s insurance must cover

general liability claims for the pet. The University and Department are not liable for any and all pet-related claims, regardless of how the incident occurred or who was at fault.

6. Pets (dog or cat) must be kenneled or restrained on a leash at all times when not in the pet owner's apartment. Animals are not allowed in student living or common areas within residence halls, unless the direct path to where the pet needs to travel is through a student living area to reach a staff apartment. Pets may pass through residence hall lobbies under the direct supervision of the pet owner and must be on a leash or in a carrier. Pets are not permitted inside any Tulane building or facility on campus, except as previously indicated within this Section.
7. Pet owners are responsible for any damage (including bodily injury and property damage) caused by a pet.
8. Pet owners are responsible for regular care and cleaning of pets and pet areas to avoid damage, odor, or disease.
 - a. Cat litter must be cleaned regularly and disposed of in designated hall dumpsters and must not be flushed down toilets. Newspaper, wood chips or any other material used for bedding or waste elimination must be disposed of in outdoor trash dumpsters. Dog feces must be immediately picked up by the pet owner and disposed of in outdoor trash dumpsters. No disposal of waste inside the Residence is permitted.
9. Pets must be contained, kenneled, removed from the apartment, or under the direct control of the pet owner whenever Housing & Residence Life, or other University staff enter the apartment for inspections, maintenance or work order response. When submitting a work order, the pet owner must indicate that there is a pet in the apartment to ensure responding staff are aware before they arrive.
10. Students, student staff or other unapproved Tulane University staff are not permitted to provide care for or supervise the pet, unless as noted in Section 2.b. which outlines temporary supervision situations.
11. In addition to regularly scheduled apartment walkthroughs, Housing & Residence Life staff may inspect the pet owner's apartment with 24-hour notice to investigate complaints or concerns. In circumstances that threaten the health, safety, or comfort of residents or the facility, department personnel may enter the apartment without prior notice; ex. Flood, fire, evacuation. No University employee other than the pet owner assumes liability for the pet.
12. Documentation regarding a Staff member's pet will be maintained by the Associate Director for Housing Facilities. Required documentation must be submitted as an attachment to the pet request form.
13. In the event of an emergency (i.e. Hurricane), the pet owner is responsible for removing the pet from the halls by finding suitable boarding facilities for the animal to remain in. If the pet owner is part of the evacuation team, the pet shall accompany the pet owner to their place of evacuation. Pets are not permitted on University contracted shuttle buses used for evacuation but are permitted in evacuation site hotels. Pet owners will need to arrange transportation for animals to join them at the evacuation site if they want their pet at this site.
14. Should the conditions of this agreement not be met, the pet owner will receive written notice from Housing & Residence Life giving at least 48 hours to remove the pet. It will be the responsibility of the pet owner to find a suitable home for the pet.
15. Failure to abide by the written policies of this agreement related to pets could result in employment action.

ASSOCIATED POLICIES

[Tulane University Office of Environmental Health & Safety Animal Policy](#)

[City of New Orleans Animal Ordinances](#)

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TULANE UNIVERSITY

LIVE-IN STAFF PET REQUEST FORM

STAFF MEMBER INFORMATION

Last name, first name							
Tulane ID#							
Live-in staff position (circle one)	GA		RD		AD		FIR

PET/ANIMAL INFORMATION

Type of animal			
Breed of animal			
Name of animal			
Name of organization animal adopted / purchased from			
Organization contact information			
Date of birth	Spay/neuter Date	Rabies vaccination date	Flea / tick treatment date

PET POLICY AGREEMENT

My signature indicates that I have read, understand, and agree to the terms and conditions contained in the Live-In Professional & Graduate Assistant Staff Pet Policy and that failure to follow all guidelines stated in the policy will result in immediate loss of the privilege to have current or future pet(s) in the apartment.

Live-In Staff Member Signature & Date

FORM BELOW TO BE COMPLETED BY DIRECT SUPERVISOR

Completed documentation should be scanned and emailed to jtingley@tulane.edu

Date form received	
Documentation received (check each)	<input type="checkbox"/> Rabies vaccination records <input type="checkbox"/> Renter's insurance certificate / confirmation <input type="checkbox"/> Flea / tick treatment <input type="checkbox"/> Spay / neuter record (or confirmation of future appointment) <input type="checkbox"/> \$350 apartment cleaning & maintenance fee (\$100 for graduate / intern)
Form reviewed by (initial)	<p>_____ Direct Supervisor</p> <p>_____ Associate Director, Residence Life</p> <p>_____ Associate Director, Facilities</p>

APPROVED

DENIED

X

Director, Housing & Residence Life

Date

Comments / Stipulations:

Housing & Residence Life

TULANE UNIVERSITY

PET ADOPTION TIPS

Below are some tips to think about when considering adopting a pet to live in your on-campus apartment. Live-in staff should always consult with their direct supervisor before beginning any pet adoption process.

- Most pet adoption organizations require potential owners to complete an application before they can begin the adoption process. Most also require a trial period with the owner to make sure the animal and the potential owner are a good fit. To reduce the wait time when you find an animal you'd like to adopt, you should start the conversation about this process with your supervisor and apply with the organization. If you would like to proceed with an adoption after being approved by the organization, final approval must be granted by completing the Pet Request Form.

The following organizations are familiar with our pet policy:

- Zeus' Rescues - <https://zeusrescues.org>
 - Animal Rescue New Orleans - <https://animalrescueneworleans.org>
 - Louisiana SPCA - <https://www.la-sPCA.org>
- Adoption fees for animals generally include microchipping, spay / neuter and vaccines required by the Life-In Staff Pet Policy. These fees often also include treatment for animals that have tested positive for heartworm, but this [treatment can be complicated](#). Make sure you understand and can commit to this treatment process before adopting an animal that has tested positive for heartworm.
 - Adopted animals will take time to adjust to a new environment. [Dogs](#) can take several months to adjust and [cats](#) several weeks. Consider when you want to adopt an animal and how much attention you can give it during this adjustment period.