

**PET POLICY**

1. If you have a pet, keep it with you or at home at all times.
2. The institution allows staff to have pets with the understanding that:
  - a. Pets will not be kept in multi-family housing units, with pets being defined as non-caged animals.
  - b. Pets must be fed and cared for regularly so they will stay at your home.
  - c. If you want to keep your pet inside, you will sign an agreement stating that you will agree to pay the established pet fee and cover the expenses of any cleaning, replacement and/or repair.
  - d. The institution will not replace carpet, etc., solely on the basis of these items being ruined by your pet.
  - e. The institution will replace carpet, etc., in the event that these items are damaged or worn out due to natural causes. All major replacements and repairs are approved through the Operations Committee.
  - f. In cases where your pet has soiled and ruined institutional property, your **last month's stipend will be held** to cover the repair or replacement costs above and beyond the amount applied to the pet deposit.
3. It is the responsibility of each pet owner to rid his/her living quarters of fleas. Members living in apartments who keep a pet contrary to institutional policy will pay the cost for ridding fleas in the entire building.
4. All multi-family apartments are designated as being "pet free", meaning **no pets are allowed**. These apartments include units in the administration building, and the four-plex above the elementary school.
5. Each home is inspected before a person moves in and when a person moves out. Replacement and repair decisions are then based on this report.
6. Pet fees – There is a \$500.00 non-refundable pet fee:
  - a. When new staff come with indoor pets.
  - b. When you get an indoor pet (and did not previously have one).
  - c. When you move into a different house if there has been a pet problem in your previous house, and your pet deposit has been depleted.
  - d. When your carpet is changed if there has been a pet problem with your pet, and your pet deposit has been depleted.
7. Pet Policy Enforcement:
  - a. We encourage all owners to have their dogs and/or cats spayed or neutered.
  - b. Rick Carr will be responsible for dog management. He can be reached at 775-2924 or 653-6344.
  - c. Dogs must not be a nuisance to our neighbors or campus by barking, getting into trash cans, digging holes, or fertilizing yards or campus grounds. If such things occur, the owner will be responsible for cleaning it up. Owners should be responsible for training their dogs to stop barking, or Rick will pick up the dog and train it. There will be a \$25.00 fee for having to take this action.
  - d. All pets should be wearing an identification tag w/ owner's name included. Should any dogs be found loose, Rick will give a paper of impoundment. A fee of \$25.00 plus \$1.00 per day for dog food will be charged to get the dog back. After seven days Rick will take the dog to the pound and the owner will be responsible for the impoundment fees.
  - e. No dog or cat is allowed in the homes unless in accordance with the existing Pet Policy. If it is found that you have a pet in your home and you have not followed the proper procedure as outlined in the Policy Manual, the fees will be doubled.
  - f. Pit bulls or pit bull mixes are not allowed on campus.