***University Housing***

***Live-In Staff Pet Policy***

Residence Life staff will be permitted to have a pet(s) live in their apartment subject to the rules contained in this policy. Please note that this policy outlines the general rights and responsibilities of live-in staff with pets. This policy is not intended to provide an exhaustive coverage of pet-related issues that may arise, and this policy may be altered by UWM at anytime in its sole discretion. The permitted pets include fish in an aquarium and up to two other pets such as a dog (less than 100 lbs) and a cat OR two cats OR one cat and a hamster (caged).

All live-in staff will be asked to complete an initial room condition report and inventory of their apartment upon moving into the Residence Halls. The Area Coordinator of Residence Life has the right to inspect any apartment with pets annually to complete a room condition report.

The Area Coordinator of Residence Life (or his/her designee) must approve all pets **PRIOR** to being allowed in the apartment. The suitability of any particular pet for on-campus living will be determined by the Assistant Director of Residence Life in his/her sole discretion. Dogs with prior experience living within a residence hall are preferred for UWM University Housing residence hall apartments.

Live-in staff members are fully responsible for the appropriate care of their pet, including providing appropriate grooming, food and water, and may not allow their pet to be neglected. The University assumes no responsibility for the care of a staff member’s pet.

The Area Coordinator of Residence Life (or his/her designee) will conduct a urine inspection of the flooring during the initial and annual room condition report.  The Area Coordinator has the right to inspect any apartment if concerns of pet odor are raised and to conduct a urine inspection at that time.  The Area Coordinator will also include a urine inspection at the time of check out. Any damages to the apartment (including but not limited to: carpet, furniture, walls) beyond normal wear and tear will be assessed.

All pets must be kept out of student living areas and other common areas utilized by students including lounges, study areas, meeting rooms, computer rooms, etc.  Pets are only permitted in the hallways, stairways, or elevators if they are being transported to or from the owner’s apartment **utilizing the shortest route between the outside and the staff member’s apartment**.

Live-in staff members must be in appropriate control of their pet at all times. All pets must be maintained under a standard measure of restraint (leash or carrier) when outside of the staff member’s apartment.

The pet’s waste must be disposed of properly.  It is the owner’s responsibility to collect feces from University grounds, dispose of it in a plastic bag, and then place that bag in an outdoor garbage bin.  Clean up must occur IMMEDIATELY.

Live-in staff members must remove immediately pets that constitute a nuisance or danger to other residents or guests or that constitute a danger to property of other residents or the University, as determined by the Area Coordinator of Residence Life.  The Area Coordinator’s decision is final.

The live-in staff member will take all reasonable precautions to protect the individuals who may come into contact with the pet, as well as the property of the University and students/residents. All liability for the actions of the pet (bites, scratches, odors, etc.) is the sole responsibility of the live-in staff member. Each live-in staff member is financially responsible for any losses or damage determined by the Area Coordinator of Residence Life to be caused by their pet(s).

In the event pets are no longer be permitted by University Housing, the live-in staff member may file a request to have their pet(s) “grandfathered.”

Pets must have the following paperwork on file with the Area Coordinator of Residence Life:

* 1. The animal must have all required vaccinations up to date and must be treated for fleas.
	2. The animal must be licensed with the City of Milwaukee.

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Residence Life Staff Member Signature                               Date