



Student and Residence Life Office  
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## **Pet Friendly Residence Hall Registration Packet**

Students wishing to bring a pet to reside with them in Tewksbury Hall, the Pet Friendly Residence Hall must complete this packet prior to bringing the pet to campus.

Completed packet is due to Student Life Office (or via email to [residencelife@keystone.edu](mailto:residencelife@keystone.edu)) for Fall 2024, no later than August 15, 2024, if you wish to bring your pet with you on move-in day. Applications will be accepted on a rolling basis beginning on September 1, 2024.

Packet includes:

- Pet Friendly Residence Hall Policy
- Pet Registration Form
- Pet Friendly Residence Hall Agreement
- Pet Friendly Residence Hall Roommate Acknowledgement Form (Only needed if you have a roommate)

## **Keystone College Pet Residence Hall Policy**

### **Introduction**

The future of the pet privilege is dependent upon on the willingness of students to abide by, and enforce, the policy.

### **Purpose**

The Keystone College Pet Residence Hall Policy allows Tewksbury residents the privilege of bringing their long-term pet, defined by Keystone College to have been under the primary care of the resident or their family for at least three (3) months and being of at least six (6) months of age (for cats and dogs), and Emotional Support Animals to campus.

The acquisitions of any cats or dogs, purchased or stray, while an on-campus student at Keystone College is prohibited. It is the responsibility of the pet owner to value the rights of all students as well as the entire campus community. The Pet Residence Hall Policy provides the guidelines by which this can be accomplished. By bringing a pet to live in Tewksbury Hall, students acknowledge their understanding of this policy and agree to the conditions and penalties that may result in violations of the policy. Every pet owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for their pet.

What is a pet? Pets are considered by the Office of Student and Residence Life to be cats, dogs (under 40 lbs. with breed restrictions explained later in this policy), rabbits, hamsters, gerbils, guinea pigs, and fish. No other pet types will be considered at this time.

### **Registration and Vaccination**

All students must submit an application for approval and registration to reside with a pet to the Student and Residence Life Office **PRIOR** to bringing the pet to campus. Failure to do this will result in the removal of the pet from campus. Pet owner approval and registration will be on a rolling basis as long as space allows, with the exception of August 15 – September 1. To register a pet, the student must read and agree to the guidelines described in this packet and sign the Pet Residence Hall Agreement and Pet Registration Form. While the recommended vaccinations issued by veterinarians often vary, several staple vaccines are required for dogs and cats on campus at Keystone College. This includes the rabies vaccine, kennel cough vaccine. Additionally, there needs to be proof of consistent flea and tick treatment. If you have questions concerning your pets' vaccinations, please consult the Student and Residence Life Office. Dogs and cats are required to be spayed or neutered. Owners must also present certification from their veterinarian that the dog or cat is at least six (6) months old and has been owned by the student or the student's family for at least three (3) months prior to applying. Dogs and cats must have an ID tag on at all times that identifies the pet's name and the name and phone number of the owner. It is also encouraged that students have their pet micro chipped prior to living on campus.

**The registration fee is \$50 for both cats and dogs and \$25 for all other pets.**

### **Registration Procedure**

All registration materials are included in this packet. Each student is required to submit the information listed below to the Student and Residence Life Office, Hibbard Center or via email to [residencelife@keystone.edu](mailto:residencelife@keystone.edu).

1. Completed Pet Residence Hall Agreement and Pet Registration Form
2. Vaccination Records and certification of spay or neuter provided by Veterinarian (for Cats and Dogs)
3. Verification that pet has tags (remember: pet must wear them at all times)
4. A clear (in color), current photo of pet, one that is a front view and one that is a side view
5. Pet fee of \$50 per each cats and dogs and \$25 other pets (this fee will be assessed to the student's bill)
6. Pet Friendly Residence Hall Roommate Acknowledgement Form, ONLY if the student is living with a roommate.

The Student and Residence Life Office also recommends that students have liability insurance covering any damages, incidents or accidents the pet may be involved in. While it is not required, it is strongly recommended. In the event you have this coverage, please send proof of coverage along with registration materials. All students will receive written notification via their Keystone College email that their pet has been approved to come to campus.

### **Types and Number of Pets**

One cat, one dog, OR two small caged animals (gerbils, hamsters, guinea pigs and rabbits) per residential room is permitted on campus in any academic year. No other pets are permitted.

Dog breeds that are not permitted are as follows: Pit Bull, Rottweiler, German Shepherd, and Wolf Hybrids

### **Room Occupancy**

Pet Residence Hall residents are privileged to receive this unique housing option. Space permitting, single occupant rooms are available at the single occupant room rate. Pet owners choosing to have a roommate must find a roommate willing to sign-off that they are willing to have a pet in their residence hall room.

### **Rules of Conduct:**

1. Regardless of the circumstances, the pet owner is ultimately responsible for the actions of the pet.
2. Pets may not be left on-campus unattended over any breaks or weekends.
3. All dogs and cats must wear their identification tags and a current rabies vaccination tag.

4. All vet records must be on file with the Student and Residence Life Office and updated files sent in as necessary.
5. All pets must live with their owners.
6. All dogs and cats must be housebroken before arriving on campus.
7. Pets are only allowed inside the Pet friendly Residence Hall – all other buildings on campus are prohibited with the exception of service animals, who are allowed in other campus buildings.
8. All pets must be on a leash or otherwise under the owner's control when outside the resident's room. Under no circumstances is any pet allowed to run unsupervised outside the room.
9. Pets are not permitted in residence hall bathrooms. Residents can sign out a hose and water key to be able to rinse off animals outside of the residence hall.
10. Owners must clean up after their pets. Students should bring waste bags with them to campus. All waste bags must be put in an outside trash can, preferably a dumpster.
11. Residence Life staff members will conduct regular checks of rooms to make sure that the pet is not being neglected, harmed or living in filth. Failure to maintain upkeep of your pet and living situation may result in removal of pet from campus and fees for cleaning of the room.
12. All pets must be crated or caged while the room is left unattended.
13. Students must be present in their room when maintenance is requested.
14. Students must leave the "Animal in Residence" Sign, provided by Student Life, on their residence hall room door at all times.
15. Abandonment, neglect, or mistreatment of any pet will not be tolerated. Pet abuse will result in appropriate disciplinary action being taken. These actions will be subject to the discretion of the Student and Residence Life Office.
16. No pet is allowed to become a nuisance to the members of the Keystone College community. A nuisance will be considered as excessive noise, physical harm to humans or other animals, and destruction of property. If a pet becomes a nuisance, the pet's owner may be subject to disciplinary action, including removal of the pet from campus.

17. Owner negligence or mistreatment or pet attack (fighting, biting, and physical attacks) on other animals or humans will not be tolerated. Disciplinary action will be determined by the severity of the offense and at the discretion of the Student and Residence Life Office.

### **Removal of Pets from Campus**

If the Student and Residence Life Office is notified of any mistreatment or negligence, receives a complaint, or if conditions outlined in this policy are violated, pets may be removed from campus. If Keystone College determines that a pet is to be removed from campus, the pet owner will be notified and the student has one week to remove the pet from campus. If after that one week the pet is still residing on campus, there will be a \$200 fine issued and another notification to the student. Each additional day thereafter there will be a fine of \$100 dollars until the pet's removal. If the pet remains on campus longer than an additional week (2 weeks from the first notification of removal), the pet may be removed by Keystone College and brought to the area SPCA.

### **Community Rules/Expected Behavior**

1. All residents of the Pet friendly Residence Hall are expected to follow rules laid out in the Pet Residence Hall Policy policies. Failure to adhere to the rules and regulations may result in: warnings, fines, probation, or removal of pet from campus.

If at any time you have questions or concerns, please contact the Student and Residence Life Office at (570) 945-8271 or [residencelife@keystone.edu](mailto:residencelife@keystone.edu).

## Keystone College Pet Registration Form

This form must be completed & approved BEFORE any pet is allowed on campus.

Name of Resident: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name of Pet: \_\_\_\_\_ Age: \_\_\_\_\_ Weight (Exact): \_\_\_\_\_ Color: \_\_\_\_\_

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex: \_\_\_\_\_

### Veterinarian Information: (For Cats and Dogs Only)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Office Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the animal ever bitten or been aggressive towards you or another individual or animal? Yes  No

### Emergency Contact:

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

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

FOR OFFICIAL USE ONLY:

#### **CATS AND DOGS MUST HAVE THESE ITEMS**

Proof of three months of ownership:  Proof of age:  Proof of neuter/spay:

Proof of Vaccinations:  Proof of flea/tick treatment:

#### **ALL PETS MUST HAVE THESE ITEMS**

Pictures of Pet Received:  Emergency Contact Identified:

Decision: Yes No Notification of decision sent to student: Yes No

Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## Pet Friendly Residence Hall Contract

I, \_\_\_\_\_ (print your name) have read and understand the Pet Friendly Residence Hall Policy, and I agree to abide by the requirements applicable to living with a pet. I understand that if I fail to meet any of the following requirements as set forth in the Policy, Keystone College has the right to remove the pet, and I will be required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract. I understand that this contract is valid for one academic year and must be renewed prior the start of each academic year.

Please review and place your initials in the space provided confirming your understanding of your responsibilities and guidelines:

### Accountability

\_\_\_\_\_ I understand that I cannot bring my requested pet to campus until approval of the pet has been received from the Student and Residence Life Office. Bringing and allowing a pet to stay in College Housing prior to acquiring approval may result in loss of privileges related to having a pet in the future.

\_\_\_\_\_ I agree to abide by all other Keystone College policies. I understand that an exception to the animal statement made under this Pet Friendly Residence Hall Pet Contract Statement does not constitute an exception to any other College statement.

\_\_\_\_\_ I understand I must leave the “Pet in Residence” Sign, provided by Student and Residence Life, on my residence hall room door at all times.

### Responsibility for Pet

\_\_\_\_\_ I understand that I must comply with all state and local animal ordinances. Local animal ordinances may include, but are not limited to, species limitations, required municipal license, collar with identification (my current phone number) and rabies tags. Ordinances also state that no dog may be left unattended in a public space, and no animal may be allowed to roam free.

\_\_\_\_\_ I understand that I am required to ensure my animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of my pet and/or disciplinary action through the conduct violation process. Additionally, neglect and/or abuse will be reported to Pennsylvania State Police

\_\_\_\_\_ I understand that Keystone College requires that dogs and cats approved as pets must wear current vaccination and identification tags at all times.

\_\_\_\_\_ I understand that I must take reasonable precautions to prevent my pet from escaping my care. I must notify the Residence Life Staff (AC or RA) within 1 hour of realizing that my pet has escaped. I will hold the College blameless in the event my pet goes missing. College staff are not responsible for the retrieval of my pet in the event the animal escapes or becomes lost.

\_\_\_\_\_ I understand that when my pet is left unattended in my room, he/she is required to be stored in a crate, carrier, cage, or kennel. This containment will allow Keystone College officials to routinely access the residential facilities for maintenance and other routine tasks without posing a risk to the animal or employees of the College.

\_\_\_\_\_ I understand that Keystone College personnel shall NOT be required to provide care or food for my pet including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove my animal and may not be held responsible for the care, damage to, or loss of my animal.

\_\_\_\_\_ I understand that I hold sole responsibility for the health and safety of my pet. My roommate is under no obligation to assist with the needs of the animal.

### **Care of the Pet**

\_\_\_\_\_ I have identified an emergency contact person be responsible for the removal of my pet within 6 hours of my departure should I need to leave campus and/or be unable to care for my animal. This person may not be another student who resides on campus.

\_\_\_\_\_ I understand that if my emergency contact is unable to take my pet in a timely manner, the College will take steps to have my animal boarded at a local animal facility, and I will be responsible for any financial charges.

\_\_\_\_\_ I understand that the following documentation needs to be completed and provided to the Student and Residence Life Office before I will be permitted to bring my pet into my residence:

- Pet Residence Hall Agreement
- Pet Registration Form
- Pet Residence Hall Contract
- Documentation from veterinarian licensed to practice in the United States stating that on the last visit (no more than 3 months prior to the paperwork being turned in), my pet was in good health.
- Current photo of the animal • Dogs & Cats:
  - Proof of consistent flea and tick prevention
  - Documentation of routine vaccination history from a veterinarian licensed to practice in the United States- must include rabies
  - Proof of spay/neuter (as soon as of age)
- Dogs only: Valid Pennsylvania License for Dogs

\_\_\_\_\_ I understand that I will be required to annually submit pet Health Documentation verifying all required vaccinations, as well as proof of absence of communicable diseases, fleas, and parasites, and licenses for the pet at the start of each academic year.

\_\_\_\_\_ I understand that my pet may not be left alone overnight in College Housing to be cared for by any individual other than me. If I am to be absent from my residence overnight or longer, my animal must accompany me. This includes all College sanctioned breaks.

\_\_\_\_\_ I understand that in the event that my pet is left alone in a room for longer than a reasonable time, and/or is not being attended to as needed (food, time outside, allowed to create a disturbance, etc.), the Student and Residence Life Office will contact me or my emergency contact to remove the pet. If this is not successful, the Campus Safety Office or appropriate Law Enforcement entity will be notified and have the right to have the pet removed. Such action may be taken by Keystone College without liability. Any cost of removing



the pet if I am not present, and prior arrangements have not been made by me for my pet to be removed, shall be my responsibility.

- \_\_\_\_\_ I understand that my residence may be inspected for fleas, ticks, pests, and/or damage to residential facilities once a semester, or as needed. The Student and Residence Life Office will schedule the inspection and notify the resident in advance of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a college-approved pest control service. I understand that I will be billed for the expense of any necessary pest control treatment and that the College shall have the right to bill my account for unmet obligations under this provision.

### **Waste and Cleaning**

- \_\_\_\_\_ I understand that my pet must be housebroken, when species appropriate, and that I am responsible for the disposal of all animal waste **directly in an outside dumpster**.
- \_\_\_\_\_ I am responsible for cleaning up all animal waste (both indoors and outdoors) in a timely and effective fashion, and for the immediate disposal of animal waste **directly in an outside dumpster**.
- \_\_\_\_\_ When waste is in cage bedding or litter boxes, it must be cleaned and disposed of on a daily basis and changed weekly. Proper disposal is **directly into an outside dumpster**.
- \_\_\_\_\_ I understand that failure to properly dispose of animal waste will result in a charge of violating College Housing policies. Violations may result in removal of the pet and disciplinary action through the conduct violation process.
- \_\_\_\_\_ Any hair/fur/molting from care of my pet is to be disposed of **directly in an outside dumpster**.
- \_\_\_\_\_ Any inside messes/odors from my pet are to be cleaned promptly with cleaners that are furniture/fabric safe and are designed for pet odors.
- \_\_\_\_\_ I understand that I will be financially responsible for expenses incurred above a standard cleaning or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by my pet.
- \_\_\_\_\_ I understand that all pet food must be stored in an air-tight container at all times.

### **Community Living**

- \_\_\_\_\_ I understand that my pet is not permitted in the residence hall bathroom or kitchen.
- \_\_\_\_\_ I understand that my pet must be under my control, such as on a leash, when in common spaces (lounges, study rooms, lobby, hallways, etc.) in the pet friendly residence hall.
- \_\_\_\_\_ My pet must be under my control, such as on a leash or in a carrier, when being transported to and from College Housing. I am responsible at all times for the actions of my pet.
- \_\_\_\_\_ I understand that my pet cannot pose a direct threat to the health and safety of other or cause damage to the property of others
- \_\_\_\_\_ I understand that my pet shall not disturb, annoy, or cause nuisance to other members of the community. I am responsible for any odors, noise, damage, or other conduct of my pet that disturbs others or damages the premises.

\_\_\_\_\_ I understand that my pet cannot interfere with the reasonable enjoyment of people sharing the living community.

**Roommate(s)**

\_\_\_\_\_ I understand that my roommate(s) are under no obligation to assist with the needs of my pet or its care.

\_\_\_\_\_ I understand that my roommate(s) may request a room change at any time from the Office of Student and Residence Life.

\_\_\_\_\_ I understand that in situations where my roommate has a medical concern in regards to the pet, discussion will be held to reach a mutual outcome as to potential relocations. One or both parties may be required to move.

I further recognize that the presence of my pet may be noticed by others visiting or residing in College Housing and agree that staff may acknowledge the presence of my pet, and explain that pets are permitted only in Tewksbury Hall, the Pet Friendly Residence Hall.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Office of Student and Residence Life Representative*

\_\_\_\_\_  
*Date*