



Albert Einstein College of Medicine

## Service and Assistance Animals Policy Rules and Responsibilities Agreement

Owners of a Service Animal or Assistance Animal are required to follow the procedures outlined in the [Service and Assistance Animals Policy](#) (the “Policy”). All capitalized terms used herein are defined in the Policy.

Owners of Approved Animals must abide by the following rules and responsibilities. Failure to abide by these rules and responsibilities may lead to sanctions including removal of the Approved Animal from the College of Medicine campus, including Student/Postdoc Housing.

### **Rules and responsibilities for all Owners:**

1. The Owner must submit all required documentation as outlined in this Policy to the appropriate office.
2. The Owner agrees to abide by all other College of Medicine and Student/Postdoc Housing policies. An accommodation approved in accordance with this Policy does not constitute an exception to any other College of Medicine or Student/Postdoc Housing policy.
3. All Approved Animals who have must wear at all times an Albert Einstein College of Medicine identification tag after receiving approval for the Service Animal or Assistance Animal. In addition, the Owner must display on their door a marker that will allow identification of apartments with animals in case of emergency. The Student/Postdoc Housing Office will provide the identification tag and the door marker.
4. Approved Animals brought on campus must be under the control of the Owner at all times. The Owner must be in full control of the Approved Animal at all times (for example, leash, harness, crate, etc.). The Owner is solely responsible for the Approved Animal’s well-being, care, and cleaning, including but not limited to regular feeding, bathing, grooming, daily care, and veterinary services.
5. The Owner of an Approved Animal that is a dog must walk the dog on a leash at all times while on the College of Medicine property, including in residential premises. The College reserves the right to impose a fine on an Owner who fails to comply with this leash requirement.
6. Owners of animals with an approved service or emotion support animal application are permitted to walk their animals in the designated fenced-in area and behind housing buildings. We kindly request that no animal walking is allowed within the central or front courtyard.
7. The Owner must comply with all applicable laws regarding the keeping of an Approved Animal and is responsible for making sure the Approved Animal does not disrupt the College of Medicine or Student/Postdoc Housing community.
8. Dogs as Approved Animals must be “housebroken,” and cats as Approved Animals must be litter box trained. Other smaller animals (i.e., gerbils, rabbits, guinea pigs, etc.) as Approved Animals must be caged and may not be left loose while on campus, including in Student/Postdoc Housing.
9. Approved Animals must be taken out of the building by way of the shortest and most direct path and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence when not in transit.
10. Fecal matter deposited on the College of Medicine or Student/Postdoc Housing grounds or within the facilities must be removed immediately and disposed of properly by the Owner. The Owner must arrange for immediate removal of fecal matter if the Owner is unable to perform the task personally.

11. The Owner will be financially responsible for expenses incurred above a standard cleaning or for repairs to the College of Medicine property, including residential premises. Such expenses include but are not limited to losses, liability, claims, and harm to others caused by the Approved Animal. Examples of possible damages and their estimated costs are available at the Student/Postdoc Housing Office.
12. The Owner will hold the College of Medicine and Student/Postdoc Housing harmless in the event the Approved Animal goes missing. The College of Medicine and Student/Postdoc Housing staff is not responsible for the retrieval of the missing Approved Animal in the event the animal escapes or becomes lost. Furthermore, the Owner will hold the College of Medicine and Student/Postdoc Housing harmless for any claims, costs, expenses, suits, obligations, demands, damages, liabilities, judgments, and losses arising in connection with any physical or mental injury or disability to, or death of, any person or damage to or destruction of any property caused by, resulting from, incidental to, or growing out of any activity, act or conduct of the Owner's Approved Animal.
13. The Owner, at his/her sole cost and expense, must have appropriate liability insurance for the Approved Animal at all times while the Approved Animal is on College of Medicine property or Student/Postdoc Housing.
14. The Owner must submit annual documentation of the Approved Animal's "Clean Bill of Health" documentation for annual renewal of the accommodation.
15. The Owner must notify in writing the office that granted approval if the Approved Animal is no longer needed as a Service Animal or Assistance Animal or is no longer in the residential facilities. To replace an Approved Animal, the Owner must complete a new set of required documentation for the new Service Animal or Assistance Animal.

**Additional rules and responsibilities for students and Postdoctoral fellows:**

16. Approved Assistance Animals will remain in the Owner's assigned room and are not permitted in other students' rooms or the common areas of the residential facilities and other areas of the College of Medicine such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, pool, etc.
17. When an Approved Animal is left unattended by its Owner in Student/Postdoc Housing, the Owner must secure the Approved Animal in the Owner's licensed space (e.g., Owner's bedroom with the door closed) so that the Approved Animal cannot roam freely in any shared space in the apartment. This will allow College of Medicine or Student/Postdoc Housing staff who routinely access the residential facilities for maintenance and other routine tasks to do so without posing a risk to the animal or staff.
18. The Approved Animal may not be left unattended overnight anywhere on campus, including Student/Postdoc Housing.
19. In accordance with Student/Postdoc Housing policies on pest control for all residents, the Owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester or as needed. The Student/Postdoc Housing 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 floor will be treated using approved fumigation methods by an approved pest control vendor. The Owner will be billed for the expense of any necessary pest control treatment.
20. Student/Postdoc Housing Office may remove or require the removal of the Approved Animal that poses a threat to the health or safety of others on campus, disrupts the educational environment of the College of Medicine and/or residential community, or if the Owner does not comply with the rules and responsibilities as set forth in this Policy. It is the responsibility of the Owner to ensure the Approved Animal does not interfere with the quality of life of other residents on campus. This includes controlling noise violations by the Approved Animal (e.g., barking or other disruptive noise).

**Agreement between the Owner and Albert Einstein College of Medicine**

I have read and understand the rules and responsibilities as outlined above and agree to comply with the Policy and the rules and responsibilities at all times while my Approved Animal is on campus, including the Student/Postdoc Housing. Should I fail to comply with the Policy and/or these rules and responsibilities, I understand my approved accommodation may be suspended or revoked, my formerly Approved Animal will be

removed from campus and/or Student/Postdoc Housing, and/or I may be charged with a violation of College of Medicine's policies.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_