

Columbia Theological Seminary

Pet Policies & Procedures

Columbia Seminary prohibits pets in all campus buildings except as allowed under terms of this policy. Certified Service Animals are exempt from the general campus prohibition and must be registered with the **Associate Dean for Academic Administration** and/or **Vice President for Business & Finance**. Certified Service Animals are exempt from all fees outlined in this policy.

Certain pets will be allowed in, and may be domiciled in the following pet-friendly housing units:

Florida Hall	New Residence Hall	Village Apartments
Garden Level Units Only	First Floor Units Only	All Apartment Units

All pets are subject to the conditions outlined below:

1. For the purpose of this policy, pets shall include only dogs and cats unless otherwise approved by the **Dean of Students**.
2. Pet owners are expected to exercise responsible control over their pet(s) and should at all times be aware of the impact the pet(s) may have on other residents, faculty, staff, students, and visitors to Columbia Theological Seminary. All persons have a right to peaceful, safe experiences on campus. Thus, the seminary and all pet owners should prioritize the health and safety of all members of the community.
3. All pets allowed on Columbia Theological Seminary property under the terms of this policy are the full and exclusive responsibility of their owner, who must occupy a pet-friendly housing unit.
4. Pets may only be domiciled in the housing units listed above.
5. No more than one pet may be domiciled in any pet-friendly housing unit.
 - a. Students occupying a shared living space (e.g., a two-bedroom apartment in the NRH) with someone who is not a member of their family will be limited to one pet per person.
 - b. Students occupying a shared living space (e.g., a four-bedroom apartment in the NRH) with persons who are not members of their family may not exceed two pets total per housing unit.
6. The weight of each pet shall not exceed 50 lbs.
7. When outside of their assigned housing unit, all pets, including cats, must be on a leash while on seminary property.
8. Pet owners are required to comply with all City of Decatur codes and ordinances regarding their pets. This includes ordinances related to licensing, vaccinations, and picking up pet waste.
9. All pets must be spayed/neutered prior to being domiciled in a pet-friendly housing unit. All pets domiciled on campus shall also have up-to-date rabies and distemper shots and must be licensed.
 - a. A copy of the shot record and license must be presented to the **Operations Coordinator** at the time the annual lease agreement is signed. Failure to present appropriate documentation and records will result in an automatic fine of \$100.00 per day.
 - b. The student must proactively provide documentation to the **Operations Coordinator**. It is not the responsibility of the seminary to remind students that shot records and licenses be filed with the business office.
 - c. Should shot records / licenses expire in the middle of a lease agreement, the student must submit an updated record to the **Operations Coordinator**. If shots/licenses expire during the lease agreement, the resident will be charged a \$50 per day until the update records/licenses are submitted.
10. Pet owners are fully responsible for any and all damage to Columbia Theological Seminary property caused by their pet(s).
11. Pet owners are responsible for any mess or damage made by their pet(s) on Seminary property.
12. No pets shall be tied to trees, doors, or in any way block the passage of individuals through hallways and entryways.

13. If a pet owner ceases to be a resident of a designated pet-friendly housing unit, the authorization to domicile a pet on campus shall be terminated. Such terminations shall be effective on the date which the pet owner vacates their designated pet-friendly housing unit.
14. Neighborhood residents and guests of Seminary residents must also comply with all pet policies and procedures. Members of the Seminary are encouraged to politely inform guests of pet policies if they observe them behaving in a manner that is out of compliance.

PET DEPOSIT

In addition to the standard security deposit, every resident on campus who owns a pet shall provide the Seminary with a \$200.00 **non-refundable** pet deposit per pet to be used against any property damage, cleaning, and fumigation cost that the Seminary incurs as a result of the pet's behavior or condition. Residents will also be billed directly for any cost of cleaning and/or damage repair in the excess of the deposit.

Failure to pay the pet deposit and/or properly notify the Seminary of a pet(s) will result in an automatic fine of \$300.00. Residents will have 15 days to remove the pet(s) from campus. Failure to remove the pet(s) from campus will result in an additional automatic fine of \$75.00 per day per pet until the pet(s) is removed.

There is no exemption for non-refundable pet deposit.

RENTAL RATES

Monthly rental rates for apartments where pets are domiciled will be increased by \$25.00 above the normal rate.

There is no exemption for monthly rental fees for emotional support animals.

CAGED PETS

Columbia Seminary only allows dogs and cats in designated pet friendly housing units. Caged pets are not permitted in any seminary housing. Anyone found to be domiciling a caged pet in on-campus housing will be charged an automatic fine of \$300.00. Residents will have 15 days to remove the pet(s) from campus. Failure to remove the pet(s) from campus will result in an additional automatic fine of \$75.00 per day per pet until the pet(s) is removed.

PET POLICY EXCEPTION: FISH TANKS

Columbia Seminary allows fish tanks in all residential facilities. Tanks must be no larger than 30 gallons. Only fish are allowed to be held in fish tanks. Reptiles may not be kept in fish tanks and are strictly prohibited in Seminary housing.

CLEANING

Columbia Seminary expects that all residents who register pets regularly clean and/or groom their pets. Pet owners should also proactively clean up after their pets inside and use appropriate cleaning agents to ensure the housing unit is free of pet odor and stains (e.g., Nature's Miracle).

MAINTENANCE / SERVICE REQUIREMENT CAGED, REMOVED, OWNER PRESENT

Should a professional staff member need access to a resident's unit (e.g., maintenance staff), the pet owner must cage and/or remove the pet from the unit during the timeframe the professional staff member is present.

NUISANCE AND VIOLENCE

Nuisance of Barking

No nuisance of barking, howling, or excessive noise by pets will be allowed in designated pet-friendly housing units.

Violence and Aggression

In cases involving a pet that has caused physical injury to another pet or person, or displayed violent tendencies, the Housing Committee will hold a meeting to determine the merits of the case. If the case is substantiated, the pet involved

will be permanently removed from campus within five (5) business days of the Housing Committee's decision. Failure to remove the pet(s) from campus will result in an automatic fine of \$300.00 per day until the pet(s) is removed.

Upon receipt of the complaint and prior to the determination of the case, the Dean of Students will direct the owner of the pet involved that the pet must be kept under direct control (e.g., muzzle or leash) in all areas on campus pending the outcome.

PET COMPLAINTS AND INFRACTIONS

Any complaint about pets should be addressed in the following manner:

- If a member of the Columbia community has a complaint, the written complaint should be filed with either the Vice President for Student Formation and Campus Culture or the Vice President for Business and Finance.
- If you have an issue with another resident regarding their pet(s), approach that person and ask for their assistance in the matter. If the problem continues, report the matter to a member of the Student Formation and Campus Culture staff for assistance.
- Where non-compliance with Seminary policies is involved, first offenses will result in a written warning and a reminder to adhere to campus policies and procedures.
- Subsequent violations of Seminary policies and procedures will result in a hearing with the Housing Committee at a called meeting. Should the pet owner not attend the meeting, an automatic fine of \$150.00 will be applied to their account and the owner may be required to remove the pet(s) from campus.

QUESTIONS AND CONCERNS

Any questions, comments, or concerns related to pet policies and procedures and the interpretation or enforcement thereof should be submitted in writing to the Operations Coordinator. The **Operations Coordinator** will consult with appropriate Seminary administrators – normally, the Vice President for Business & Finance and Vice President for Student Formation and Campus Culture – in making any recommendations or decisions.