



HUMAN RESOURCES

Assistance Animals (Service or Emotional Support) that enter any facility controlled by Minot State need to be registered with Human Resources. Failure to properly register an Assistance Animal may result in the exclusion of an animal from campus. Proper registration for an Assistance Animal includes verification of licensing, if applicable, and updated vaccination records.

Owner Information (please print):

Name: _____ MSUID: _____

Date of birth: _____ Cell phone #: _____

Please list where you and the Assistance Animal will be located on campus:

Location: _____ Dept: _____

Assistance Animal Information:

Name of Animal: _____ Dog ___ Other: _____

Type of Animal: ___ESA ___Service Breed, if applicable: _____

Colors/Markings/Sex: _____

License Tag Number & date licensed: _____

Name and phone number of emergency caregiver: _____

The owner of the Assistance Animal MUST also accept the following responsibilities. Failure to comply with any of the above responsibilities may result in the removal of the animal and the owner of the animal. Please read and initial the following:

- _____ Comply with applicable local, state, and federal laws concerning the ownership of an animal.
_____ The animal cannot be left alone for more than 4 hours.
_____ Owner is responsible for removing the animal from campus when the Owner will be away from campus.
_____ Animals must be kept clean, healthy and under the control of the Owner at all times.
_____ All required immunizations must be up to date and a copy of the immunizations must be on file.
_____ A copy of the license must be on file with the HR department.
_____ Animal must wear a collar with appropriate tags (i.e. vaccinations, contact information) at all times and must be effectively restrained by a leash or carrier when leaving the applicable area.
_____ Service Animals in Training are not allowed on campus.
_____ Emotional Support Animals are allowed in the indoor public areas and outdoor public areas of campus. Service Animals may go most places with the owner.
_____ Animals must be fed on a regular and healthy feeding schedule.
_____ Animals must possess friendly and sociable characteristics. Specific animals can be restricted from the premises by the Director of Human Resources based on any confirmed aggressive or territorial behavior.
_____ Animals and their accessories must not pose a health concern or direct threat to the safety of others.
_____ Owner is responsible for immediate cleanup and disposal of the animal's waste.
_____ Animal waste must be taken to an appropriate outdoor dumpster. Disposing of animal waste in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets) is strictly prohibited.



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- _____ Restrooms and laundry facilities may not be used for bathing animals, their kennels/crates, or bedding.
- _____ If the animal voids on the floor or carpet anywhere inside campus property, the employee is responsible to clean up promptly to the best of their own ability, as well as contact Facilities Management to place a work order so it can be entered to properly disinfect the area.
- _____ Owner is solely responsible for an animal during a fire alarm, fire drill, or natural disaster/building emergency.
- _____ Owner is responsible for damage caused by the Assistance Animal to the same extent that Minot State would normally charge. An employee that brings an Assistance Animal onto Minot State property has all the responsibilities and liabilities placed on any person by any applicable law when that person owns or uses any animal, including liability for any damage done by the animal.
- _____ Owner must administer appropriate flea and tick control. If fleas and/or ticks are found, Minot State will contract the pest control company of its choice and will bill the owner for the cost of eliminating any pest infestation caused by the animal.
- _____ Owner must notify the HR Office in writing, when the animal is no longer needed.
- _____ If the owner is seeking to replace an Assistance Animal with another animal, the owner must complete a new Assistance Animal Agreement.

By signing this document, I agree that I have read and agree to abide by the responsibilities and conditions of the Assistance Animal Agreement. I am aware of the potential consequences and financial impact of violating the responsibilities and conditions associated with having an Assistance Animal on campus. I am aware that if I violate any of the responsibilities or conditions of the Agreement that I will be subject to further action, up to and including termination.

Owner's Signature

Date

Completed by Human Resources:

- ___ Received completed Accommodation Request form (Not applicable for Service Animal)
- ___ Received copy of inoculation records

___ Notified Owner of Approval

___ Notified Owner of Denial

Reason for Denial: _____

Human Resources

Date

Supervisor

Date