

**POMONA COLLEGE**  
**REQUEST FOR EXCEPTION TO PET POLICY AND**  
**PERMISSION TO BRING PET TO CAMPUS**  
(FACULTY AND STAFF USE ONLY)

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

Your Home Telephone #: \_\_\_\_\_

Cell # \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Type of Pet: \_\_\_\_\_

Breed: \_\_\_\_\_

Age: \_\_\_\_\_

License Number of Pet ( if applicable): \_\_\_\_\_

Normal days and times pet would be in campus buildings: \_\_\_\_\_

Office Location where pet would be kept: \_\_\_\_\_

In the space, please explain why you are requesting an exception to the policy that pets are not allowed in campus buildings:

### Conditions for Pets Allowed on Campus

This signed form should be returned to Facilities and Campus Services at Kenyon House or sent to fcsadmin@Pomona.edu. Once the signed exception form is received, approved pets will be registered with Facilities and Campus Services/Housekeeping, which will issue a sign, in both English and Spanish, to be permanently posted on the owner's office door. The sign will indicate the species and registration number of the pet, and will inform others that a pet may be present.

Pets must be on-leash or in an enclosed container (cage, aquarium, etc.) and accompanied by their owners in common areas. Pets may not be off-leash in common areas, which include classrooms, hallways, office suites and outdoor areas on campus. Under all circumstances, pets' owners must clean up urine, feces, vomit, or similar messes themselves.

Animals that do not normally live in an enclosure, such as dogs, should have crates on campus for their use as appropriate: A pet that will be left alone inside an office must be crated or caged. This is for the security of visitors to the office as well as the pets themselves, who otherwise could become lost or injured if attempting to dart through a suddenly open door. Housekeeping and other staff will service offices normally, unless a particular worker is especially fearful of the animal inside (for example, a dog may bark at a visitor even when crated) or has allergies, in which case alternate arrangements for servicing the office will be made. Pets must be in their crates for student/faculty meetings in the office, except by the student's specific request. Pets that demonstrate separation anxiety should not be left unattended in an office.

It is expected that the pets be good-natured, well trained and under the control of their owners. Any pet that bites or demonstrates an aggressive disposition will not be allowed on campus. If a pet exhibits poor behavior or creates a nuisance (e.g. barking, jumping up on visitors, etc.), the pet will no longer be allowed on campus.

Owners are responsible for their pets and will be required to correct or pay for any damages to campus property, either in the owner's office or in a common area. This includes extraordinary cleaning or extermination charges, for example for building extermination for fleas/ticks or for cleaning unusual amounts of shed hair.

Violations of the pet policy should be reported to the offending employee's direct supervisor who will administer appropriate penalties. For faculty, this is the Dean of the College.

- I have read and accept the conditions for pets allowed on campus (above)
- I have supporting material regarding my request for an exception (please provide copies)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_