

New Orleans Baptist Theological Seminary Faculty and Staff Pet Ownership Policy

New Orleans Baptist Theological Seminary is a “pet-friendly” employer and allows Faculty and Staff employees in selected “pet approved” housing to become pet owners under the guidelines detailed in this document and in compliance with New Orleans city ordinances pertaining to animals. This policy is designed to ensure the health and safety of campus community members, guard against damage to campus facilities, and ensure the health and well-being of approved pets. Owning a pet is a privilege extended by the seminary, which can be revoked on an individual basis if there are violations. The faculty and staff pet ownership policy shall be administered by the Vice President for Business Administration and his designated agents.

Approved Pets

1. Approved pets are fish kept in an aquarium (25 gallon maximum), small caged animals, rabbits, cats, and dogs. No ferrets, wild or exotic animals are allowed.
2. All pets, except aquarium, must be registered with the Housing Office.
3. A maximum of one (1) cat or one (1) dog is allowed per staff dwelling. Faculty may have up to 2. Any exception must be approved.
4. A maximum of one (1) animal is allowed per dwelling (except fish, where only 1 aquarium is allowed). Faculty may have up to two (2). Any exception must be approved by the Housing Director and AVP for Facilities or by the Vice President of Business Administration.
5. All cats and dogs must be suited to living indoors and must relate well to a campus community. Nervous or aggressive pets; pets that bark or meow loudly and frequently; and pets that need frequent care and attention at times that could interfere with work responsibilities are not considered suitable. Pets that live outdoors are not permitted, including dogs that are tethered or outdoor cats.
6. Easily excitable or aggressive pets; pets that are excessively loud; and pets that require extensive care which could interfere with work responsibilities (for Faculty and Staff) are not considered suitable.
7. Pets of any kind are not allowed in Sunshine Park or any playground area.

Pet Registration

All animals must be approved by the Housing Office **before** purchase and/or being brought on campus. Once approved, pet registration must be completed with the Housing Office within one (1) business day of the pet being brought on campus. A current photograph of the animal must be provided on the day registration is completed. In the case of young animals, photographs should be provided semi-annually until the animal reaches adulthood. Dogs and cats must maintain a current license from the City of New Orleans (N.O.18:V:2:18:227.). Faculty and Staff living on campus prior to 8/1/12 are not required to register.

Pet Complaints

Complaints can be directed to the Director of Housing.

In cases of complaints about aggressive or otherwise problematic pets, the procedure below will be followed for resolution. *In the case that a pet on campus were to bite a campus resident, the pet may be subject to immediate removal determined on a case-by-case basis.*

1st violation- Verbal warning from the Director of Housing.

2nd violation- Meeting with Director of Facilities and/or Vice President for Business Administration.

3rd violation- Pet eviction notice from police that will be signed by the resident and returned to housing office, with one week (7 day) notice to remove the pet from campus

One Week (7 days) following the pet eviction notice, a follow-up visit by Campus Police to ensure the animal was removed, unless prior arrangements with the Vice President of Business Administration was made

Pet Deposit & Pet Fee

Pet owners assume all responsibility for damage to NOBTS buildings and grounds caused by their pet(s). A non-refundable \$300 pet deposit is required at the time the pet is registered on campus. This deposit will be used to cover any damages accrued during residency.

Pet Care

Pet owners assume all responsibility for the well-being of their animals and for their animals' actions on campus. Pet owners agree to the following:

1. Pet owners are expected to provide adequate care to meet the animal's needs with regard to food, hygiene, health care, and obedience training.
2. Occupant agrees that the pet(s) will be kept inside the residence at all times except when on a leash and accompanied by and under the control of the occupant. Occupant may not leave an unaccompanied pet on a balcony or patio. Cats are not permitted outdoors.
3. Pets must be under the control of the pet owner on a leash at all times when outside the pet owner's residence.
4. Pets are not allowed in any campus building, non-pet friendly housing areas, or any of the playground areas.
5. Pet owners are responsible for cleaning up any pet-related accidents in their residences and for immediately picking up animal waste when walking on campus.
6. Pets shall not be left unattended for more than a reasonable amount of time.
7. Flea infestation must be attended to immediately with the Facilities Department Pest Control personnel.
8. Pets must not be allowed to disrupt others (e.g., barking, yowling, howling, etc.). Pets which constitute a nuisance or danger to other residents, as determined by the Housing Director, must be removed within seven (7) days after notification of the pet owners from the Housing Director.
9. Pets must not be involved in an incident where a person experiences either the threat of or an actual injury because of the animal's behavior. All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Personal renter's insurance by the owner is strongly encouraged.
10. The owner will notify the Housing Office if the pet has escaped its confines and is unable to be located within twelve (12) hours.

11. Pets of any kind are not allowed in Sunshine Park (in the park or the track area) or any playground area.

12. Cats

- a. Record copies of all required immunizations and annual rabies shots must be provided and updated annually (N.O.18: IV: Sec.8-168 & 170.).
- b. It is recommended that cats be spayed or neutered at the appropriate age.
- c. Must have a litter box, and collar with identification.
- d. Cats are not permitted outdoors.

13. Dogs

- a. Shall not exceed a maximum weight of 65 lbs. Larger dogs must be evaluated on a case-by-case basis. Breeds traditionally used for fighting, guard, or security purposes are not allowed. These include, but are not limited to the following: Pit Bulls, wolf hybrids, Rottweilers, German Shepherds, Akitas, Staffordshire Terriers, Chows, Alaskan Malamutes, Doberman Pinschers, Siberian Huskies, or Presa Canarios.
- b. Dogs brought on campus before 10/1/19 are exempt from size and breed restrictions.
- c. Record copies of all required immunizations and annual rabies shots must be provided and updated annually (N.O.18: IV: Sec.8-168 & 170.).
- c. Record copies of proof or spay/neuter or of an intact dog permit must be provided. Temporary intact dog permits must be updated as needed (N.O.18: V: Sec. 306 & 307.).
- d. Must be collared and tagged with identification on a leash when outside, but never tethered. Dogs are not permitted to be chained or tethered as an outdoor pet.