

HIRAM COLLEGE
SERVICE AND SUPPORT ANIMAL POLICY
(Effective July 1, 2014)

Hiram College complies with the Americans with Disabilities Act (“ADA”) in allowing the use of “service animals,” and with Ohio law in allowing the use of “animal assistants,” on Hiram College property to assist people (students, employees and visitors) with disabilities in the activities of daily living. Hiram College also allows “Support Animals” (as defined below).

This Hiram College Service and Support Animal Policy (“Policy”) is effective July 1, 2014, and defines a “Service Animal” to mean a “service animal” within the meaning of the ADA as well as an “animal assistant” within the meaning of Ohio law. A “Support Animal” is hereby defined as an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person’s disability. Unlike “service animals” within the meaning of the ADA or “animal assistants” within the meaning of Ohio law, “support animals” are not required to be trained to perform work or tasks, and they include species other than Service Animals.

- **Policy Requirements**

For an individual to qualify for having a Service Animal or a Support Animal on Hiram College property, the following requirements must be met:

- He or she must have a disability as defined by the ADA;
- The Service Animal, but not a Support Animal, must be trained to do specific tasks for such disabled individual; and
- The individual must comply with all applicable laws (including, without limitation, all applicable laws relating to the care of the Service Animal or the Support Animal) and this Policy.

- **Service Animals, Support Animals and the Law**

Pets and non-research animals are restricted on Hiram College property. However, Service Animals and Support Animals are not excluded from Hiram College property or activities so long as they meet the guidelines set forth in this Policy.

- **Partner/Handler/Team**

For purposes of this Policy, a person with a disability using a Service Animal or a Support Animal is called a “Partner;” and a person without a disability (approved by Hiram College’s Disability Services office) who assists the Partner with a Service Animal or a Support Animal is called a “Handler.” Sometimes a Partner and a Handler work together with a Service Animal or a Support Animal, while other times a Partner works solely with a Service Animal or a Support Animal (essentially as both a Partner and a Handler). A Partner and/or a Handler and his/her Service Animal or Support Animal are called a “Team.”

- **Basic Requirements of Service Animals and Support Animals**

- **Identification:** The Service Animal or Support Animal should wear a harness, identification tag or other gear that readily identifies its status as a Service Animal or a Support Animal. If there is not a visible tag, Hiram College officials may ask the Partner or Handler if the animal is a Service Animal or a Support Animal.
- **Control:** The Partner or Handler must be in full control of the Service Animal or Support Animal at all times. The care and supervision of a Service Animal or a Support Animal is **solely the responsibility** of its Partner or Handler
- **Leash or Other Tether:** Except as otherwise provided herein, the Service Animal or Support Animal must be on a leash or other tether at all times unless the Partner is unable because of the Partner's disability to use a leash or other tether or the leash or other tether would prevent the Service Animal's or Support Animal's safe, effective performance of work or tasks, in which case the Service Animal or Support Animal's must otherwise be under the Partner's or Handler's control (for example, through voice control, signals, or other means).
- **Muzzle:** Whenever the Service Animal or Support Animal is in close proximity to other people, the Service Animal or Support Animal must wear a flexible muzzle (that allows the Service Animal to drink, lick, pant, and vomit) that protects other people from being bitten by the Service Animal or Support Animal on Hiram College property; provided, however, unless the Partner is unable because of the Partner's disability to use a muzzle or the muzzle would prevent the Service Animal's or Support Animal's safe, effective performance of work or tasks, in which case the Service Animal or Support Animal must be under the Partner's or Handler's control to prevent the Service Animal or Support Animal from biting people.
- **License and Tags:** All Service Animals and Support Animals must have an owner identification tag. If the Service Animal or Support Animal is a dog, it must have a current license and tags from governing authorities.
- **Health:** The Service Animal or Support Animal must be in good health while on Hiram College property. Service Animals and Support Animals to be housed in Hiram College's campus housing must have an annual clean bill of health from a licensed veterinarian. The Service Animal or Support Animal must have current vaccinations and immunizations against diseases common to that type of animal. All Service Animals and Support Animals must wear a current rabies vaccination tag.

- **Basic Conditions for Having a Service Animal or a Support Animal on Hiram College Property**

- **Clean-up Rule:** The Partner or Handler must (1) always carry equipment sufficient to clean up the Service Animal's or Support Animal's feces and vomit whenever the Service Animal or Support Animal and Partner/Handler are on Hiram College property; and (2) clean and be responsible for the proper disposal of the Service

Animal's or Support Animal's feces and vomit and for any damage caused by the waste or its removal.

- **Disruption**: The Partner/Handler of a Service Animal or a Support Animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be asked to temporarily remove the Service Animal from the Hiram College facility in which such occurs. If the improper behavior happens repeatedly, the Partner/Handler may be required to take significant steps to mitigate the behavior before bringing the Service Animal or Support Animal into any Hiram College building. Mitigation may include obtaining refresher training for both the Service Animal or Support Animal and the Partner or Handler or other appropriate measures that is not inconsistent with the ADA or Ohio law or other applicable law.

- **Requesting Permission to Have Service Animal or Support Animal On Hiram College Property**

A student, employee, or other person (such as a visitor) must contact Hiram College's Disability Services office as soon as he or she is aware of plans to bring a Service Animal or Support Animal to Hiram College's campus. The person requesting permission to have a Service Animal on-campus must provide from a certified clinician a letter which substantiates: (a) if the Service Animal or Support Animal is required because of a disability, and (b) in the case of a Service Animal, what work or task the Service Animal has been trained to perform; and in the case of a Support Animal, that the Support Animal may be necessary to afford the person with a disability and equal opportunity to use and enjoy Hiram College residential housing because the Support Animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability. The letter must be dated and on the certified clinician's letterhead.

- **Conflicting/Competing Disability Accommodations**

Persons with medical condition(s) affected by Service Animals and Support Animals on Hiram College property should contact Hiram College's Disability Services office if they have a health or safety related concern about exposure to a Service Animal or a Support Animal. The person registering the concern will be asked to provide medical documentation that identifies the condition(s) allowing a determination to be made by Hiram College Disability Services as to whether the condition is disabling and whether there is a need for an accommodation.

- **Poor Health**

Service Animals or Support Animals that are ill or in poor health should not be taken into public areas of the Hiram College property. A Partner or Handler with an ill Service Animal or Support Animal is required by this Policy to remove the animal from Hiram College property and obtain care for the Service Animal or Support Animal from a veterinarian before returning the Service Animal or Support Animal to Hiram College property.

- **Campus Access for Service Animals and Support Animals**

- A Service Animal is permitted to accompany the Partner/Handler anywhere the Partner/Handler goes on Hiram College's property with the following exceptions, which describe areas that generally are off-limits to Service Animals:
 - *Food preparation areas.* Applicable laws restrict animals from food preparation areas.
 - *Laboratories.* Chemicals found in many labs can be harmful to Service Animals. Organisms naturally found on Service Animals could negatively impact the outcome of research.
 - *Mechanical Rooms/Custodial Closets.* Such locations can have chemicals or machinery that could potentially harm a Service Animal, and Service Animals may cause disruption to services provided in the location.
 - *Health Center.* Except in emergency visits, Partners/Handlers with a Service Animal must notify and coordinate with medical personnel staff in advance of the presence of a Service Animal to insure that patient safety is not compromised, as well as the need to minimize the risk of exposing the Service Animal to infections and disease.
 - *Other Potentially Dangerous Areas.* Any rooms or classrooms with sharp metal cuttings or glass shards on the floor; hot materials; excessive dust; or moving machinery may pose a danger to Service Animals. When Partners/Handlers with Service Animals must be in one of these restricted areas for a course requirement, alternative arrangements will be considered to provide access. When it is determined unsafe for the Team to be in one of these areas, reasonable accommodations will be provided to assure the Team equal access to the academic program or activity.
 - *Miniature Horses.* If the Service Animal is a "miniature horse" within the meaning of ADA regulations, such miniature horses may be limited in their access to certain Hiram College facilities in accordance with ADA regulations based upon assessment factors such as (i) whether the miniature horse is housebroken, (ii) whether the miniature horse is under the Partner's or Handler's control, (iii) whether the Hiram College facility can accommodate the miniature horse's type, size, and weight, and (iv) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the Hiram College facility.
- A Support Animal is generally not allowed indoors on Hiram College property other than in Hiram College residential housing in which the Partner resides and in the common areas of such where the Partner resides. The Partner may, however, request approval from Hiram College's Disability Services office to have the Partner's Support Animal accompany the Partner to other Hiram College buildings, which requests will be considered by Hiram College's Disability Services office on a case-by-case basis consistent with applicable law.

- **Using a Service Animal or Support Animal in Hiram College Housing**

Partners/Handlers who have been approved by Hiram College's Disability Services office to bring a Service Animal on Hiram College property and who wish to live in Hiram College's residential buildings must register the Service Animal or Support Animal and sign a Residential Education Service Animal/Support Animal Contract.

Pursuant to this Policy, Service Animals and Support Animals must be accompanied by the Partner or Handler, and remain in close proximity to the Partner or Handler and be restrained (as described above in **Basic Requirements of Service Animals and Support Animals**) in the common areas of Hiram College residential housing.

In a Hiram College-owned residential housing building in which a Team resides, whenever a work-order is requested, the resident Partner/Handler must remove the Service Animal or Support Animal to a common area of the Hiram College residential housing building or outdoors where facilities staff will not need to enter to complete the repair.

It is the responsibility of the Partner to arrange any residential housing cleaning necessary due to the presence of the Service Animal or Support Animal. Feces and vomit of the Service Animal or Support Animal in such residential housing buildings must be cleaned immediately and disposed of properly.

- **Removal of Service Animal or Support Animal from Hiram College**

If a Service Animal or a Support Animal becomes aggressive and poses a direct threat to the health or safety of others, the Partner/Handler will be required immediately to remove the Service Animal or a Support Animal from Hiram College property. The Partner of a Service Animal or a Support Animal is then expected to report such incidents to Hiram College Disability Services within 24 hours of the occurrence.

A Service Animal or a Support Animal that makes excessive noise in a Hiram College residence building can be very disruptive to other residents. A disruptive animal in a classroom can also hinder the learning of other students. If the Service Animal exhibits this behavior, the Partner will be required to remove the Service Animal or Support Animal from Hiram College's campus until the inappropriate behavior of the Service Animal or Support Animal can be brought under control by the Partner/Handler.

An unclean Service Animal or Support Animal may be asked to leave Hiram College's campus until the cleanliness problem is resolved by the Partner/Handler.

- **Damage**

The Partner is solely responsible for any damage or injury to Hiram College property or persons caused by the Partner's Service Animal or Support Animal. The Partner is required by this Policy to maintain a liability insurance policy (in a form reasonably acceptable to Hiram College) that provides liability insurance coverage for the Service Animal or Support Animal in amounts not less than One Million Dollars (\$1 million) and provide Hiram College with a

certificate of such insurance coverage upon, or prior to, bringing such Service Animal or Support Animal onto Hiram College property.

- **Loss, Injury or Death of Service Animal or Support Animal**

Hiram College is not responsible for the loss, injury to, or death of any Service Animal or Support Animal. The risk of loss, injury to, or death of a Service Animal or Support Animal shall be borne solely by the Partner and/or Handler.

- **Failure to Comply with Policy**

To the extent permitted by applicable law, failure to uphold and abide by this Policy described here could result in a Partner and/or Handler not being permitted to bring or keep his/her Service Animal or Support Animal on the Hiram College property.

**Hiram College
Service and Support Animal Policy**

SERVICE ANIMAL/SUPPORT ANIMAL REGISTRATION

Please provide the following information along with a copy of the most recent proof of rabies vaccination.

Student's/Employee's/Visitor's Name: _____

Phone Number: _____

Address: _____

Animal's Name: _____ Type: _____

License #: _____ Proof of rabies vaccination is attached: _____

Description of Service Animal or Support Animal: _____

Is the animal a Service Animal or a Support Animal? _____

I agree to comply with the HIRAM COLLEGE SERVICE AND SUPPORT ANIMAL POLICY.

Student's/Employee's/Visitor's Signature: _____

Date: _____

Hiram College

Residential Education Service Animal/Support Animal Contract

This agreement is available to Hiram College students who have been approved by the Office of Disability Services to have a Service Animal or a Support Animal accompany them on campus and wish to seek housing in Hiram College Residence Halls. To the extent any portion of this agreement is inconsistent with the Hiram College Service and Support Animal Policy, the provisions of the Hiram College Service and Support Animal Policy shall prevail.

Animal Behavior/Well-Being/Cleanliness

- Dangerous, poisonous, or illegal animals are not permitted to live in Hiram College residence halls.
- If the animal is out of control, not housebroken, or deemed a direct threat (due to aggressive behavior, illness, or cleanliness) its handler may be directed to remove the animal from campus and the animal may not be permitted to return.
- The animal must be leashed or harnessed at all times and may only be off-leash when in its designated residence hall room with its handler subject to the exceptions specified in the Hiram College Service and Support Animal Policy. As provided in the Hiram College Service and Support Animal Policy, the Service Animal must wear a flexible muzzle when the Service Animal is in close proximity to other people to protect others from Service Animal bites subject to the exceptions specified in the Hiram College Service and Support Animal Policy.
- The animal should respond to voice commands at all times and be in the full control of the handler.
- The animal must be in good health and have all veterinarian recommended vaccinations. Documentation of vaccination is due with this agreement.
- The animal must be treated humanely.
- The animal must remain free of fleas, ticks, or other pests. If an infestation is suspected resident hall staff will enter and evaluate the room and any extermination deemed necessary will be completed by the Hiram College approved exterminator at the student's expense.
- It is recommended that the animal wear some type of commonly recognized symbol indicating that it is a working animal, but not disclosing disability.

Student Responsibilities

- The student is responsible for any financial and legal responsibilities brought on by the Service Animal or Support Animal.
 - o This includes any damages to residence hall property or medical bills sustained from interaction with the animal.
- The student must notify the Director of Residential Education and the Office of Disability Services if the animal is no longer needed.
- If a new Service Animal or Support Animal is needed the animal will first need to be registered with the Office of Disability Services. After that registration, a new contract with Residential Education will need to be completed.
- All roommates must sign the roommate portion of this agreement.
- Indemnity clause
- The handler should ensure, to the extent possible, that the animal not display behaviors that are disruptive to others, unless part of the service being provided.
- The handler must ensure that the animal does not block an aisle or passage for fire egress.
- The handler is responsible for the immediate clean-up and disposal of the animal's waste in an appropriate outdoor waste receptacle.

By signing this document I recognize, understand, and agree to all of the terms as outlined above.

Student _____

Date _____

Director of Residential Education _____

Date _____