**Policy:**
In addition to the CVM Pet Policy, VMC staff must also adhere to the following VMC Pet Policy.

**Procedure:**
**Veterinary Medical Center (VMC) policy on personal pets housed within the VMC**

1. Pet permits must be renewed annually and are valid from October through October.

2. Costs for housing pets within the VMC per year will be as follows:
   a. $20.00 CVM permit fee – this fee goes to the Collegiate Pet Policy Committee. This fee is used to cover the cost for ID tags and waste disposal bags.
   b. $50.00 VMC permit fee – this fee goes to the Health and Safety Fund. This fee is used to help offset the cost of facility use. This additional fee applies to anyone housing a personal pet in the Small Animal wards or in VMC approved non-clinical spaces.

3. VMC approved non-clinical spaces consist of the following areas: 381 (neurology office), 389 and 368 (medical imaging offices), 395 and 327 (supervisor offices), 325F (lab office), 305 (administrative offices), 306 and 238 (UVIS offices), C202A (large animal therio/tech office), and 240 (large animal supervisor office).

4. An annual lottery will be held for staff interested in kenneling their pets in the VMC Small Animal wards.
   a. Space in the wards is limited to four (4) single runs and four (4) medium kennels per shift.
   b. Following lottery selection, you will be assigned a permit and space according to the size of your pet. Once the four (4) single runs are filled, permits for appropriate sized pets will be issued for the remaining kennels.
   c. Each space can have a maximum of two pets of size relative to the assigned space. If a second pet is to be kenneled, that pet must be approved by the VMC pet committee. The second pet must pay both the CVM and VMC fees. However, if the permit holder relinquishes his/her space due to unforeseen circumstances, the second pet will lose its place in the assigned space.
   d. If a selected space becomes available before the next annual lottery, the VMC pet committee will notify all staff of the opportunity and hold another lottery for the remaining time left in that year. However, the fees will not be pro-rated.
e. Ward space and pet permits are non-transferable, so there will no subletting of the space.

f. In order to participate in the annual lottery, applicants must have a $0 balance with the VMC. This information is reviewed by VMC accounting.

5. As a permit holder the following guidelines must be followed:
   a. Permit holders must have a cage card on the cage with the following information: pet’s name, owner name, owner service, tag number, designated shift, contact number, and any special instructions.
   b. Permit holders are responsible for properly cleaning their space every day.

6. The Small Animal ward supervisor or designee reserves the right to ask a permit holder to remove their pet if space is needed for VMC patients.

7. If a permit holding pet is disruptive or aggressive the VMC pet committee will ask that it is removed. However, if the pet continues to be disruptive or aggressive the pet permit may be revoked.

8. The VMC is not responsible for any illnesses or parasites the permit holding pet may contract while housed within the VMC.

Oversight/follow through:

Compliance will be overseen by the VMC pet committee members and the ward staff. The VMC pet committee and the VMC administration have the authority to revoke VMC pet permits and space allotted for failure to comply with this policy. The ward supervisor or designee will alert the VMC administration of non-compliance issues.

In accordance with Minnesota State Statue 256C.02, the VMC will provide one (1) kennel in the wards designated for service dog(s). The employee must provide proper documentation from a recognized school that they are an approved trainer. The employee will be responsible for the annual fees as defined in this policy.