Pet Room Usage

Thank you for the time you take in making sure your pets are set up in the room cages comfortably and correctly. Marking your animal’s presence in the room in the three ring binder provided, labeling each cage with a current pre-paid cage card, and cleaning up after your animals in the cage space assures that the space will remain available for all of us to use. The Pet Committee has no staff to clean the cages or dishes daily, but we do have a committee member who cleans the room once a week and RAR staff do deeper cleaning every 6 months. Cages are available on a first come, first serve basis, but can be reserve 24 hours in advance with pre-payment. Please put a phone number where we can contact you on the front of the daily cage card!

It is important to remember that we must comply with Animal Welfare Act rules about how animals can be housed. The small cages on the top can only house dogs that are 25 pounds or less. The larger lower cages can house dogs up to 55 pounds. Bigger dogs can only go into the larger “room” holding area across from the cages. If you have a small dog that can fit into a smaller cage, please use those first. All dogs must be identified with the current pet permit tag and current daily cage card. The animals should have access to water.

The Animal Welfare Act also requires any food or treats in the room must be stored in rodent proof containers. Please package your food or treats in plastic Tupperware- type containers with solid fitting lids. Plastic baggies and paper bags are not rodent proof and will be placed in our large rodent proof container (the garbage can).

The College of Veterinary Medicine provides the pet room for the convenience of the users. It is a privilege that very few other colleges allow. Please do not abuse this privilege so we can continue to provide this space to allow people to enjoy their animals. Thank you very much.

Pet Policy Committee

Procedure for Daily Use of the Pet Room

- Users will apply for Pet Permit and purchase tag at $10/year for students, $20/year for staff/faculty.
- Users will pre purchase cage cards at $5/day from Pet Policy Reps. Cards are transferable to others with a Pet Permit.
- Pre purchased card must be displayed on front of pet’s cage in Pet Room on a daily basis. User will mark the month and day of use. Reps will monitor use and initial cage card.
- At the end of the day, User will put cage card in box provided. (This is to monitor for inappropriate use or “counterfeit” cards)
- Users may reserve or “pre-purchase” space in the pet room up to 24 hours in advance by placing a prepaid card on a cage with the appropriate date indicated on the card. If they do not bring in their pet the next day, the card will not be refunded.
• Personal items (beds, toys) can be left in kennels only if there is a current cage card in place.
• All kennels must be cleaned daily, even if being reserved for the next day.

If user has a Pet Permit but has not pre purchased a cage card and needs to use the room –

• They should put pet in the Pet Room and place a temporary cage card on the kennel (3X5 cards found in the Pet Room). The following information should be included on the temporary cage card:
  o User’s Name
  o Pet’s Name
  o Class, department or CVM area
  o Phone number, pager number, email
  o Note briefly explaining need for temp card
• Find a Pet Policy Rep before 10AM that day to purchase an “Emergency” Pet Room cage card for $7/day (reminder: cage cards are transferable, user can buy from another user that purchased at the regular rate.)
• “Emergency” cage cards should not be purchased/used more than 5 times/year.

If user DOES NOT have a Pet Permit or cage card and needs to use the room –

• They should put the pet in the Pet Room and place a temporary cage card on the kennel (3X5 cards found in the Pet Room). The following information should be included on the temporary cage card:
  o User’s Name
  o Pet’s Name
  o Class, department or CVM area
  o Phone number, pager number, email
  o Note briefly explaining need for temp card
• Find a Pet Policy Rep before 10AM to purchase an “Emergency” Pet Room cage card for $7 (reminder: cage cards are transferable, user can buy from another user that purchased at the regular rate.) AND a Pet Permit at the regular rate. (The Pet Committee will allow 1 “Emergency” cage card without a Pet Permit per year)
• “Emergency” cage cards should not be purchased/used more than 5 times/year.