

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	02-0001				
Name of Policy:	Animal Event Request Policy & Procedure				
Date of Last Revision:		Initial Date of Approval:	September 2023	Initial Effective Date:	
Policy Owner(s)	<i>Student Success and Student Activities Office</i>				
Policy/Chapter Sections					
Date of Next Review:	<i>July 2026</i>				

1.0 PURPOSE

The purpose of this policy is to provide guidance to university-sponsored clubs, organizations, departments, and programs who are interested in hosting events that include animals on campus. This policy is necessary to aid in creating safe and vibrant events on campus.

2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

Student Requests

Students in university-recognized clubs, organizations, departments, and programs may want to plan events that bring animals to campus (I.e., puppies for finals or goat yoga). To obtain approval for such event, students will need to do the following:

1. Discuss event with RSO faculty or staff advisor.
2. Complete "Animal Event" form with faculty or staff advisor approval (form found in Student Activities Office). Please allot two weeks for the approval process.
3. Review current policy pertaining to service and emotional support animals on campus.

Once approved, the requested event with animals can proceed. If the event becomes unsafe for attendees or the animals, begins to damage university property, or waivers from the "Animal Policy" application, then the university has the right to shut down the event at any time.

For any questions pertaining to university events with animals, please contact the Student Activities Office.

Employee Requests

Employees at the university may want to plan events that bring animals to campus (i.e., puppies for finals or goat yoga). To get approval for such event, employees will need to do the following:

1. Fill out "Animal Event" form (found in Student Activities Office). Please allot two weeks for the approval process.
2. Review current policy that pertains to service and emotional support animals on campus.

Once approved, the requested event with animals can proceed. If the event becomes unsafe for attendees or the animals, begins to damage university property, or waivers from the “Animal Policy” application, then the university has the right to shut down the event at any point.

For any questions pertaining to university events with animals, please contact the Student Activities Office.

4.0 HISTORY

This policy may be revised, edited, changed, or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS

Missouri Southern Animal Event Forms

Administration View:

<https://forms.microsoft.com/Pages/DesignPageV2.aspx?subpage=design&FormId=HSnFbxqJdEqKHIfbbd9wnSzXB0iKAc5AqQvLd1LUVq5URjBISFEyTIJZRVM0UjNSSDZXN1k4RkNZVi4u&Token=cc94bc0f9ef8419b9682d88b1a16487a>

Applicant View: <https://forms.microsoft.com/r/UjhY8uspUA>

Employee Service Animal and Emotional Support Animal Policy

Student Handbook - Animals Policy

Disability Services Service & Emotional Support Animals Policy