



POLICY ON EMOTIONAL SUPPORT ANIMALS IN CHICAGO CENTER HOUSING

Chicago Center for Urban Life and Culture allows service/emotional support animals to reside in student housing.

Chicago Center is committed to providing access to its programs and services, and as such, Chicago Center permits qualified students with disabilities to have an Emotional Support Animal (hereafter referred to as an ESA) as a reasonable accommodation in Chicago Center student housing. An ESA will be permitted to live in a student's private room provided it is in compliance with Chicago Center's policies regarding such animals.

Definitions

Emotional Support Animal. Emotional Support Animals (ESAs) are animals that provide emotional support which alleviates one or more identified symptoms or effects of an individual's existing disability. To be considered an accommodation, an ESA must be required by an individual with a disability, in their private room, in order for the individual to have an equal opportunity to use and enjoy their private room.

Animals whose sole function is to provide comfort or emotional support are Emotional Support Animals, not Service Animals.

Dangerous, poisonous, illegal and any other animals that pose a direct threat to the health and/or safety of the campus community will not be permitted as ESAs. Size restrictions may also apply.

Pet. A pet is an animal kept for pleasure and companionship. A pet is not considered an Emotional Support Animal or Service Animal. Individuals are not permitted to keep pets in Chicago Center housing.

Owner. The owner is the resident student who has an approved ESA in Chicago Center housing under this policy.

Chicago Center Housing. The building used for housing students of the Chicago Center program.

Emotional Support Animal Application and Approval Process

A student seeking to keep an ESA in Chicago Center housing must make a formal request. Chicago Center will notify the student if they have been granted approval to bring an ESA into Chicago Center housing. To make a formal request, the student must submit this completed document AND recent documentation from a qualified professional (treating physician, psychiatrist, psychologist, or other mental health professional) and must include a statement identifying a diagnosed medical or psychological disability and the reason (for what functional limitation) the ESA is required. There must be an identifiable and clearly established relationship between the individual's disability and the support the animal provides.

Once the documentation has been received, it will be reviewed for approval or denial by a Chicago Center staff member. The staff member will consider any and all relevant city, state, and local ordinances when approving or denying an ESA request. Students will be notified of the Chicago Center's decision in writing and by email. Once notified, the student must review and sign this policy, and submit all appropriate documentation of the animal's vaccinations and health. Copies of the animal's documents will be kept on file.

Office of Residence Life & Housing Notifications and Student's Appeal Rights

If the request for an ESA is approved, the Chicago Center will notify the Owner, who will be required to sign this policy. Failure or refusal to sign this policy will be presumed to be an indication that the student does not intend to abide by the policy and will result in revocation of the approval.

During the housing application process, the Chicago Center will inform students they may encounter approved ESAs in the student housing. Students with a medical condition/s who may be affected by an approved ESA (e.g. respiratory diseases, asthma, severe allergies) are asked to inform Chicago Center Staff during the application process, or at any other time, if they have a health or safety-related concern about exposure to an approved ESA.

All roommates of the Owner must acknowledge in writing that the approved ESA will be in residence with them. In the event that one or more roommates do not approve, or have a health or safety-related concern regarding exposure to the approved ESA, general Chicago Center policies regarding roommate disagreements will be followed to enable either the Owner and the approved ESA or the non-approving roommate/s to be moved to a different floor.

In light of potential health or safety concerns of other residents, the Chicago Center staff will make a reasonable effort to notify the other residents on the floor where the approved ESA will be located. Chicago Center staff will collaborate, as necessary, to resolve conflicts related to an approved ESA. Staff members will consider the needs and/or accommodations of all students involved.

Building Management and other relevant personnel will be notified in which floors ESAs are housed, in case of possible cleaning or work orders to be completed during the course of the semester/summer.

The requesting student may appeal a denial of a request for an approved ESA within five business days to the Executive Director. The student must appeal the denial in writing (which includes email). The decision of the Executive Director is final.

Owner's Responsibilities for Approved ESAs in University Housing

The Owner must comply with the following provisions regarding behavior and care of approved ESAs:

Vaccination. In accordance with local ordinances and regulations, the approved ESA must receive all required and recommended immunizations against diseases. Local licensing requirements must be followed. The Chicago Center may request an updated verification regarding an approved ESA's vaccinations at any time during the ESA's residency, but verification will at a minimum be required at the start of the semester.

Health. Approved ESAs must be in good health as documented annually by a licensed veterinarian. The Chicago Center has authority to direct that the approved ESA receive veterinary attention in appropriate circumstances.

Control. The Owner must be in full control of the approved ESA at all times. The ESA must remain in the Owner's private room at all times and be on a leash, harness, or other tether, or in an appropriate crate or carrier (if applicable) when being transported to and from the student's private room. Dogs may be walked out of the private room to excrete waste and for brief exercise but cannot be outside the private room for extended periods of time. ESAs cannot be in the shared spaces in the apartment where the ESA is housed and cannot go to other areas of the student housing, including but not limited to, the laundry room and the classroom.

Cleanliness. It is the Owner's responsibility to remove and properly dispose of the approved ESA's waste (e.g. urine, excrement, fur, cage shavings, etc.), which must be placed in a sturdy plastic bag before disposal, and must be disposed of in an outside trash receptacle. An approved ESA must be clean and well groomed, and measures should be taken at all times for flea, tick, or other infestations and odor control. The Owner will be held responsible for any room damages, including excess cleaning and/or replacement of any carpeting or furnishings.

Other Conditions

- The Owner is responsible for assuring the approved ESA does not unduly interfere or adversely affect the routine activities of Chicago Center housing or other residents. In addition, the approved ESA must not pose a threat to the health, safety, or property of anyone in the Chicago Center community.

The care and supervision of the approved ESA is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of an approved ESA and the Chicago Center community. If it is suspected an approved ESA is being neglected, mistreated, or has been

abandoned, the Chicago Center may contact the Animal Care and Control Unit of the City of Chicago. The ESA may be removed without warning if removal is warranted due to safety concerns.

For a list of approximate costs for owning and caring for animals, please see:

<https://www.aspca.org/pet-care>.

- The Owner is financially responsible for the approved ESA, including for any bodily injury or property damage caused by the approved ESA. The Owner's financial responsibility may include replacement of furniture, carpet, window, wall covering and costs of damage to other Chicago Center owned property. The Owner is expected to cover these costs at the time of repair or when moving out.
- The Owner must notify Chicago Center staff in writing if the approved ESA is no longer needed or is no longer in residence. To replace an approved ESA, the Owner must submit a new written request to Chicago Center staff for review.
- The Owner agrees to abide by all other Chicago Center policies, including all housing policies. Any violation of this policy may result in immediate removal of the approved ESA from the Chicago Center. Reported violations will be reviewed by the Chicago Center staff.
- Approved ESAs may not be left overnight in student housing without the Owner being present. Approved ESAs must be taken with the Owner if the Owner leaves the student housing overnight.
- Approved ESAs (caged or non-caged) must remain in a crate or cage – or the private room – when the Owner is absent and/or when Chicago Center staff or building maintenance personnel are present in the room to complete work orders.
- Approved ESAs are not permitted to display behaviors or create noises that are deemed disruptive to others (e.g. excessive barking, growling, biting, hissing, scratching), unless said noises/behaviors are part of the needed disability service to the Owner.
- The Chicago Center may require an Owner to remove his or her approved ESA when it is out of control and the Owner does not take action to control it, when it is not housebroken, or when it poses a threat to health and safety.
- From time to time, the Chicago Center may use pesticides, pest control devices, cleaning supplies, and other materials for the maintenance and operation of Chicago Center housing. The Chicago Center is not responsible/liable for harm to an approved ESA permitted to reside with an Owner in Chicago Center housing. The Chicago Center will make an effort to notify students in advance so that if the student feels the need to remove or otherwise protect their ESA, they may do so.
- The Owner will provide emergency contact information for an individual should the Owner be unable to care for the ESA at any time. A current Chicago Center student or Chicago Center personnel are not appropriate choices for an emergency contact and will not be permitted.

Guest Policy

The University's responsibility for ESAs applies only to currently enrolled students. All other personnel or individuals (e.g. guests) are not allowed to bring ESAs into residence halls. This includes day visitations, overnight stays, or weekend visits, despite receiving approval from roommates.

Print Your Name

Date

Signature

Revocation of Approval

The Chicago Center for Urban Life and Culture will take appropriate measures, up to and including revocation of approval for an ESA if, among other reasons:

- The Owner violates any term of this policy, after notice and reasonable opportunity to cure when possible;
- The approved ESA is no longer needed to assist with a disability;
- The Chicago Center determines that the approved ESA is a direct threat to the health, safety, or property of anyone in the Chicago Center community, or that the approved ESA is adversely affecting the Chicago Center's programs or activities or;
- The Chicago Center discovers that false or misleading information was provided in the Owner's application for approval of an approved ESA.

The Chicago Center reserves the right to make an interim accommodation while determining appropriate measures.

The requesting student may appeal revocation of approval of a previously approved ESA within five business days of the notice of revocation to the Executive Director. The student must do so in writing. The decision of the Executive Director or designee is final.

In the event of an emergency in which I, the Owner, am unable to care for my approved ESA, the contact person stated below will be responsible for the care of my ESA (***All information is required to be completed – Please print.***):

Name: _____ Relationship to Owner: _____

Phone: _____ Email: _____

By my signature below, I verify that I have read, understand, and agree to abide by this Policy on Emotional Support Animals in Chicago Center Housing.

Owner

Date

**Chicago Center for Urban Life and Culture Policy on Emotional Support Animals in Student Housing
ESA Documentation**

Student's Name _____

Animal's Name _____ Type of Animal _____

Breed _____ Colorings/Markings _____

Age _____ Weight _____ Gender _____ Spay/Neuter _____ (yes) _____ (no)

License # (if applicable) _____

_____ Vaccination verified. Date of Vaccination _____

(Rabies shot: 1st shot lasts one year; subsequent shots last 3 years.)

_____ Veterinarian check-up verified. Date of check-up: _____

Notes:

