

SUNY Potsdam Residence Life

Pet Friendly Agreement

Pet Friendly Housing Terms

As a resident in the pet friendly wing (i.e., Bowman East 0027-0059 or Bowman West 0105-0137) I understand and agree with the following terms:

1. While I am allowed to have a pet on the floor, it must first be cleared through the Associate Director of Residence Life. I understand that if, at any time, my roommate or neighbors become bothered by my pet I may be asked to remove it from campus at the request of the Associate Director. I will not take my pet to other areas of Bowman East, Bowman West or other buildings on campus. I agree to provide all required veterinary records for my pet (rabies, distemper, feline leukemia, spayed/neutered, etc.) and understand that only animals that have been spayed/neutered (if this procedure is available for my animal) may be permitted to live in pet friendly housing. A complete list of required records is listed in this agreement.
2. I understand I am limited to one (1) total pet, no matter what animal I choose to bring.
3. I will ask a pet-owner's permission before picking up their pet even if the animal is in a common area like the lounge. I will be cognizant of how I treat animals and approach them with caution. If I am attacked by an animal (even if there is no severe physical trauma) I will report it to the Resident Assistant, Residence Hall Director, or Associate Director.
4. Harboring animals that do not belong to me is not permitted and may result in disciplinary action. This includes allowing a friend or faculty member's animal to live in or visit my room.
5. Pets are not allowed to roam the hallways freely. Pet owners can bring animals to the common lounge in pet friendly housing or to other student rooms on the floor, but owners must be present with their pet at all times. Pet owners are required to keep animals confined to the lounge while using the space.
6. A three-strike policy exists in pet friendly housing, and I may receive a strike for any of the following reasons: not being with my pet while it is in the lounge or hallway, locking the animal out of the room, not reporting that an animal is sick or has fleas/parasites, not reporting the death of an animal, animal neglect, lack of cleanliness, not reporting animal aggression, or at the discretion of Residence Life Staff. I understand that if I reach three strikes, my animal will be removed from campus, and I will be removed from pet friendly housing to live elsewhere on campus. Some violations may result in more than one strike at a time.
7. It is my responsibility to report animal sickness, death, and aggression even if the animal is not my own. If my animal is sick, it can only remain in pet friendly housing for three days, and if it is not better by then it will be removed from campus. I also understand that documentation from a veterinarian is required when my animal is sick to prove it is being treated (provided to Associate Director).
8. **Under no circumstances are dogs, snakes, birds, or spiders allowed in pet friendly housing, even for a brief visit. Absolutely no poisonous, venomous, or hallucinogenic animals are allowed in pet friendly housing. I accept that harboring a dog, snake, bird, spider, poisonous animal, or venomous animal will result in immediate removal from Pet Friendly Housing.**

9. I understand room checks will be conducted regularly and unannounced throughout the semester to ensure animals are being properly cared for and litter boxes are being emptied regularly.
10. Hallways and lounges are common areas I need to respect. I will not be disruptive or break courtesy/quiet hours in the lounge or hallway and will always pick up my pet's toys (and accidental pet fluids/solids) from the lounge and hallway upon returning to my room.
11. Any damage to college property caused by my pet must be reported. I will be held financially responsible for repair or replacement. I understand that even if I do not possess a pet, I will be held to the same standards.
12. If damage is to be found on the floor(s) that no one takes responsibility for, that community damage billing will be processed for all residents in the area.
13. If I leave campus for an extended period (greater than 72 hours) I have three options for my pet:
 - a. take my pet with me
 - b. take my pet to an off-campus accommodation
 - c. leave my pet under the care of my roommate
14. For any college break exceeding 72 hours, I will notify my RD of plans for my pet if asked.
15. **At no point will I give my room key to anyone to take care of my pet, nor will I allow anyone other than my roommate to take care of my pet in my room.**
16. No live food of any kind will be permitted in pet friendly housing (crickets, maggots, etc.).
Exception: store purchased freeze-dried items kept in original packaging (not currently alive).
17. **All pet-related materials and waste must be properly bagged and disposed of in the dumpster outside of the building. If any pet-related materials are placed in the floor/bathroom trash receptacles, community billing charges will be shared amongst the entire pet friendly housing area. This includes pet food containers, bags, bedding, and any solid or liquid waste. Pet waste is not allowed to be stored in any container in the room (trash receptacle, litter genie, etc.).**
18. The college will not provide any materials/products to be used for animals in pet friendly housing. Any student found using college materials/products will receive a strike.
19. I understand having a pet on campus is a privilege that may be revoked by the Associate Director. I also understand all decisions regarding the status of "at risk" animals are final and there will be no appeal process for such judgments.
20. All pets must be removed from campus at the end of the school year. Pet friendly housing will not be available during the summer months.
21. Pets that are not confined to a cage or tank 100% of the time must wear a collar with the owner's phone number permanently attached (embroidered into the collar or on a tag attached to the collar) whenever they are outside of a cage.
22. All pets must have a pet carrier or cage that can be used to transport the animal to and from the pet friendly housing location. Pets cannot be transported outside of pet friendly housing at any time unless

they are leaving the building and are in a cage or carrier. This cage/carrier must be readily accessible in the event of an evacuation or emergency.

23. At least one resident per room in pet friendly housing must have a pet by the end of the sixth (6th) full week of classes or both residents may be removed from pet friendly housing.
24. Pets may not be allowed to board public transportation- that I must find ways to accommodate my pet over college breaks and times away from campus.
25. I am responsible for the cost of all damages caused by the pet, including the cost to remove pet odors. Residence Life and Physical Plant staff reserve the right to move pets and pet supplies to complete necessary work in student rooms.
26. Owner negligence or mistreatment of any pet will not be tolerated and may result in immediate removal from pet friendly housing.

Cat Owners

If my animal is a cat, I understand that I also have to follow the following guidelines for my pet:

1. I may only bring one cat to reside with me on the floor. I accept that harboring any additional animals will result in disciplinary action and I may be asked to send all of my pets home.
2. Cats must wear a collar with the owner's phone number permanently attached (embroidered into the collar or on a tag attached to the collar).
3. I must sift my litter box at least once daily. In addition, I agree to completely clean/change my litter box at least once every week. **All cat waste must be immediately taken to the outside trash containers.**
4. I am responsible for cleaning/changing my own litter box regardless of which animal uses it. I also understand that if my pet defecates (or throws up) in an improper place (any area outside of a litter box, such as the floor, a carpet, a bed, etc.), I must clean it up **IMMEDIATELY** and understand that I will be held responsible for any property damage that may have occurred due to my pet. This may include the cost of cleaning supplies to remove any lingering smells or stains. I understand that all monetary issues regarding reimbursement for cleaning will be brought upon by the Associate Director.
5. **CATS ARE NOT ALLOWED ON CAMPUS UNTIL THEY HAVE BEEN SPAYED/NEUTERED!**

Caged Animal Owners

If my pet is a caged animal (rabbit, Guinea pig, sugar glider, ferret, chinchilla, mouse, etc.) I agree with the following additional guidelines:

1. For the safety of the animal, these pets must reside in a cage purposely built for that type of animal at all times that the pet owner is not present in the room.
2. Animal waste should be cleaned from the cage and removed from the building daily (disposed of in the outside trash containers).

3. Animal cages must be kept in a clean/tidy condition, changing out bedding materials weekly.
4. The cage must have a solid bottom or a plastic sliding bottom to collect animal food and waste from exiting the cage. Certain animals may also require a urine guard to stop urine from exiting the cage.
5. Animals that are allowed out of the cage at any time must wear a collar with the owner's phone number permanently attached (embroidered into the collar or on a tag attached to the collar).

Fish/Amphibian/Reptile Owners

If my pet is an amphibian, fish, or reptile, I agree with the following additional guidelines regarding my pet:

1. Animals must be kept in a safe and secure tank, not to exceed 10 gallons in volume.
2. Animals must not exceed 8-10 inches in diameter or length.
3. No live food of any kind will be permitted in pet friendly housing (crickets, maggots, etc.).
Exception: store purchased freeze-dried insects kept in original packaging.
Frozen mice, rats, or other frozen animals are not allowed in the residence halls.
4. These animals are not allowed in the public areas of pet friendly housing.

Rabbit Owners

RABBITS ARE NOT ALLOWED ON CAMPUS UNTIL THEY HAVE BEEN SPAYED/NEUTERED!

Vaccination Requirements (Cats & Ferrets)

Cats:

Rabies: brand dependent- initial shot good for one year with boosters being good for one to three years depending on the brand

Feline Leukemia: yearly after initial series

Distemper Series: need two vaccinations as a kitten and then follow a set protocol for boosters as they get older. Initial series likely to be good for many years

De-Worm/Fecal Exam: cats must be de-wormed or have documentation provided for most recent fecal exam

Note: Kittens must be at least twelve (12) weeks of age to receive their initial feline leukemia shots. As such, kittens younger than twelve weeks are not permitted to enter pet friendly housing for any duration of time before receiving all required shots.

Ferrets:

Rabies: first vaccination good for one year and boosters typically good for three years, depending on the vaccine used

Ferret/Canine Distemper Series: need three vaccinations at a few months old and then yearly boosters

Note: FERRETS ARE NOT ALLOWED ON CAMPUS UNTIL THEY HAVE RECEIVED THE ENTIRE DISTEMPER SERIES!

The terms in this agreement are subject to change at any time. Impacted residents will be notified of any changes in this agreement in writing.

Last Updated: March 2026