

# Animal Related Program Registration Form

This registration form must be completed by the Program Director, or designee, for consideration at least three weeks prior to the commencement of any animal related program on University property, including regional campuses and UConn Health. This form pertains only to animal related programs where an animal is not defined as a service animal or an emotional support animal for an individual. The completed form may be submitted via email to the Office of Institutional Equity: [equity@uconn.edu](mailto:equity@uconn.edu) or in-person: 241 Glenbrook Road, Unit 4175, Storrs, CT 06269-4175. For questions regarding this registration form or the Animals on Campus Policy, please contact the Office of Institutional Equity at (860) 486-2943 or [equity@uconn.edu](mailto:equity@uconn.edu).

**Please note that animal related programs or events of the Student Union are subject to the animal requirements and policies of the Student Union (including prior approval from Student Union Event Services) in addition to the agreement terms identified on this form.** For assistance regarding programs held in the Student Union, contact the SU Event Services Office at 860-486-3421. Further information regarding animals is also available in [A User's Guide to the Student Union](#).

## General Information

<b>Program Title</b> <i>(if applicable)</i>	
<b>Requested by</b> <i>(Department Name or Individual)</i>	
<b>Program Director</b> <i>(Name of UConn affiliated staff or individual)</i>	
<b>Other Staff</b> <i>(List other individual(s), including any external staff,</i>	
<b>Location of the Program</b> <i>(department, building name, campus, room)</i>	
<b>Date(s) and Time(s) of the Program</b>	
<b>Number of and types of animals participating</b>	

## Program Purpose/Objectives

<b>Please describe the purpose/objectives of the program.</b>
<b>Please describe the training staff and/or the animal handlers have received, including any applicable certifications, to support the purpose/objectives of this program.</b>

Please describe the training the animals have received that support the purpose/objectives of this program.

## Contact Information

Please provide further information identifying the individual(s) and department responsible for this program along with their contact information. Contact information of the company or animal handlers must also be provided.

<b>Program Director/Individual Contact Information (email, phone)</b>	
<b>Sponsoring Department and Contact Information</b>	
<b>Contact information for individuals / company involved in the program</b> <i>(Include the company and/or animal handler's name and contact information while on University property)</i>	
<b>Name and contact information of Individual on-site during the program to address any questions or issues.</b>	

## Agreement Terms

The University retains full discretion to revoke program approval at any time.

The animal(s) must be supervised and staff must retain full control of the animal(s) at all times while on University property.

The animal(s) may not be left unattended at any time on University property.

The Program Director is responsible for compliance with state and local laws concerning animals (including registration, vaccinations, and tags), for controlling the animal(s), for cleaning up any waste created by the animal(s), and for any damage caused by the animal(s) to individuals or property while on University property.

Access to University property may be restricted or revoked under the circumstances outlined below. Restrictions or exclusions will be considered on a case-by-case basis. The University reserves the right to remove or exclude an animal from University property if:

1. The animal poses a direct threat to health and safety
2. The staff does not maintain control of the animal, including but not limited to during any interactions with other animals
3. The presence of an animal fundamentally alters a University program
4. Improper/Inadequate care of the animal is exhibited, including if the animal is not housebroken
5. Damage or harm is caused by the animal
6. The presence of the program or animal are disruptive to research, instruction, or other University business

In such situations, Public Safety may be contacted to assist in the removal of the animal.

## Acknowledgement

I hereby acknowledge I have read and agree to the terms of this registration form and assume the responsibilities of operating this program within the defined parameters listed above. (For animal related programs of the Student Union, I acknowledge I am subject to the animal requirements and policies of the Student Union, including seeking prior approval from the Student Union for such program.)

\_\_\_\_\_  
Program Director (or Designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**OIE OFFICE ONLY:** Reviewed By

\_\_\_\_\_  
Date