



Queen's Residence Pet Policy 2024-2025

Introduction

Queen's Residence Life & Services (RL&S) is excited to offer the Pet-Friendly Community (PFC) in Jean Royce Hall for the 2024-2025 academic year. Students can apply to bring their pets to residence as an opportunity to ease the transition into the post-secondary environment and communal living; the PFC will enhance emotional, social, and physical well-being, and allow students to live with their peers and fellow pet owners.

RL&S is committed to providing a safe and well-maintained environment for all community members. Every pet owner is encouraged to carefully consider the advantages and disadvantages of the residence environment for their individual pet. Pet owners assume all responsibility for pet actions and are liable for any harm or damage their pet causes to another person, pet, or property.

Queen's Residences recognizes that pet ownership in residence is not for everyone, or every pet. Those approved to reside in the community must follow the policies and procedures associated with the PFC, the [Residence Contract](#) and the Queen's University [Student Code of Conduct](#). Violations could result in sanctions, including but not limited to the eviction of the pet and/or owner from Queen's Residences.

This policy does not apply to Service Animals.

Definitions:

Owner: An approved pet owner in the PFC

Pet: An approved animal in the PFC

PFC Community Member: someone who has elected to live in the PFC but does not bring a pet.

Permitted Pets

Owners are permitted to have one cat OR up to two small caged animals, in addition to one aquarium of approved fish.

Cats

- Cats must be at least one year old at the point of move-in and have lived with the owner for at least 6 months prior to living on campus.
- Cats must be spayed or neutered with documentation from their primary veterinarian.
- Cats must be leashed when outside the owner's room (including when outdoors).
- Cats may not exhibit any aggressive behaviour or have any history of an attack causing injury to any person or pet.
- Caring for stray cats is prohibited.

- Cats must be up to date on all required vaccinations for the duration of the academic year including rabies, FVRCP and must be FELV/FIV negative.

Small Caged Animals

- Small caged animals include hamsters, guinea pigs, rats, mice, gerbils, and rabbits.
- The animal(s) must have received a wellness examination from a veterinarian within 3 months of entering residence and have health in good standing. This documentation must be provided prior to arrival during pet registration.
- Animal(s) must be in a secure cage when the owner is not present.
- The cage cannot exceed four feet on any side.
- Rabbits are encouraged to be spayed or neutered, though not required.
- Animals must be supervised at all times by the owner when out of their cage.

Prohibited Pets

Animals that are not permitted include, but are not limited to: wildlife, poisonous or endangered species; snakes; farm, lab or production animals; animals that require a heat lamp; or animals that must be fed a live animal for survival. Notwithstanding the previous, the following animals will not be eligible for approval:

- Dogs
- Reptiles
- Amphibians
- Ferrets
- Exotic Animals
- Spiders
- Foster Animals
- Birds

All pets, excluding fish, must be pre-approved by Queen's Residence Life & Services prior to the pet arriving to residence.

Visiting Pets

Visiting pets, such as a family pet or a pet belonging to a friend are prohibited from entering the building or staying in residence.

Application Process

Students will apply to live in the Pet-Friendly Community (either as an owner or a community member) in their Residence Application. All applications are subject to approval based on owner, pet, and operational requirements.

Once eligibility is confirmed through the residence application process, successful students will be notified they have a space in the PFC.

Owners must fill out a Pet Registration Form, provide proof of vaccination/veterinary approval, and references. Students will agree to the Queen's Residence Pet Policy. Once all steps have been completed, the Owner will receive written confirmation from the University to approve their pet's registration.

PFC community members who do not intend to bring a pet will be contacted after pet registration to review the pet policy.

Pet Registration

After the Residence Application is completed, students will be contacted to register their pets. A complete pet registration will include:

- Clear, full body photo of the pet.
- Altering (spay or neuter) certificate, which must include date completed (cats only).
- Veterinary Records including updated vaccination records
- A written reference (preferably from the pet's veterinarian) that confirms:
 - Length of time knowing the pet
 - Suitability for the pet living in high-density residence environment, specifically regarding noise, disruption, and temperament.
 - Suitability of the pet owner to care for the pet during a time of transition to University life.

If the pet requires updated vaccinations during the academic year, please email reslife@queensu.ca with the subject line "Pet-Friendly Community- YOUR LAST NAME" (i.e., Pet-Friendly Community-FERGUSON) with attached documentation.

Associated Fees

Students will be billed directly for any additional cleaning fees associated with their pet, including biohazards and damages to University spaces and/or property.

Pet approval is limited to the PFC; students found with an unapproved animal within or outside of the Pet-Friendly Community will be subject to sanctions (including financial) through the Residence Conduct process.

Pet Policy Waiver

Owners who are approved to bring their pet to residence must sign the Pet Policy Waiver at move-in. Queen's Residence Life & Services reserves the right to conduct animal wellness checks while the pet is living in residence.

Room Change/ Relocation

If an owner or PFC community member wishes to change their room assignment to one outside of the Pet-Friendly Community, their application to have a pet a Residence will be void and the pet will be required to leave residence upon relocation. Please note that room changes are actioned on a priority basis and may not always be possible or immediate.

Pet Care

It is solely the owner's responsibility to take care of their pet. It is against provincial and federal law to abuse or neglect a pet. **Failure to comply to the below standards will result in a Community Standards violation and will be investigated through the Residence Conduct Process.** Owners and pets must meet the following requirements:

Cage/Crate, Room & Pet Maintenance

Owners must perform regular room and crate cleaning in addition to grooming the pet to prevent odour, if applicable. There is a pet wash station in the Endaayaan-Tkanonsote Residence; pet owners can contact resfcc@queensu.ca to request access. If a room has a noticeable odour due to a pet, the room will be inspected by RL&S staff and will direct the next steps for the owner (i.e., A requirement to clean the room). Owners should expect to clean their rooms more often than in other residential spaces, as having a pet in a residence room will create more of a mess/scent than it would within a house. Pets are not permitted outside of the designated PFC area; they are additionally not permitted in Jean Royce Hall Phase 1, any residence washrooms, or within the interior courtyard spaces. Pets must be on a leash/contained when outside of the owner's room. Owners must accompany their pets at all times while outside of their room. Pet wellness checks will be conducted throughout the academic year to ensure proper care of pets.

Pet Waste

Owners must exercise proper care and control of their pet(s), which includes cleaning up their pet's waste material and disposing of it properly. Owners are required to always have pet waste or plastic bags with them and dispose of them in any exterior dumpster (located outside of the main JRH Phase 2 doors). All cage and litter box waste must be removed at **least twice a week**, but should be removed as often as necessary to maintain an odour-free, clean living environment for the pet and community members. Solid waste must be double bagged, tied securely, and brought to the exterior dumpster immediately. Owners are responsible for disposing of all disposable cages or crate bedding in the exterior dumpsters. It is the owner's responsibility to maintain the appropriate upkeep for their pet.

Pet Roommate Agreements

While many roommates live successfully in their assigned spaces with no major conflicts, adding in a pet can introduce unanticipated challenges. Owners who have a roommate will be required to complete a Pet Roommate Agreement within one week of move-in. Owners/PFC community members should request a meeting with their Residence Life Coordinator to revise their original agreement if changes are needed during the year. Owners remain solely responsible for the care and control of their pet; it is not the responsibility of a roommate to provide care.

Pet Food & Supplies

Pet food must be stored tidily in sealed plastic containers to discourage pests. Pet bedding, toys, litter/litterboxes, and other supplies must be kept neat, organized, and stored appropriately.

Noise

Owners are responsible for ensuring their pet will not cause noise that will disturb other residents and/or their pets. Noise violations may include: the pet being heard outside the room during quiet hours, or excessive noise during the day when courtesy hours are in effect. Owners with noisy pets will be given a two-week grace period at the beginning of the semester to get their pet adjusted to life in residence. If, at the end of the two-week grace period, the pet is still causing disruption to the living community, the incident(s) will be documented as a Residence Community Standards violation and followed up via the Conduct process.

Breeding

Owners are not permitted to breed any pet for sale, food, or any other purposes.

Fire Alarms/Emergencies/Evacuations

In the event of an evacuation of the residence, the owner must vacate with the pet. If the owner is not present, a roommate can assist. The pet must be in a portable cage or pet carrier during an evacuation. Owners cannot re-enter the building to retrieve their pet in the event of an evacuation of the residence.

University Holidays & Breaks Pet Care

During any university holiday or break in which the owner will be away from campus (Reading Weeks, December closure, long weekends, etc.), it is expected that the owner will remove the pet from residence. **Owners are not permitted to give their residence keys to others to aid in pet care.**

Pet Nuisance/Threats

A pet cannot be a nuisance or a threat to anyone living in the community, including other pets. Pets must not show aggression towards other pets, individuals, or staff assisting in the community. Aggressive or repeatedly disruptive pets, will be documented through the conduct process, and may not be permitted to remain in the PFC. Examples of disruptive behaviour include, but are not limited to: excessive meowing or continuous noise, destruction of property, roaming hallways/common areas, biting or scratching others, etc. If two or more pets in a pet friendly room are aggressive towards each other, both pets may be asked to be removed from the room. Community members who have complaints should talk to their Residence Don or report them to reslife@queensu.ca subject "Pet-Friendly Community- COMPLAINT. All complaints about pets will be investigated by Queen's Residence Life & Services.

Pet Removal from Residence

Abandonment, negligence, or mistreatment of a pet will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. Person(s) alleged to be responsible for the abuse will be investigated via the Residence Conduct Process, and/or the Queen's Student Code, and may be reported to municipal authorities as appropriate.

Pets may be removed from residence when there is reasonable cause to believe, based on available facts, that the pet is a threat to the safety, health, or welfare of any member of the residence community or residence property.

Pets Leaving Residence

If an owner decides to no longer have their pet live with them or if the pet is no longer living, the owner is required to notify Queen's Residence Life & Services within 48 hours so that we can update our records. If an owner wants to bring a different/new pet to campus, they must re-register their pet, per above. The owner is not required to leave the PFC if their pet is no longer living there.

Pet Death in Residence

In the event that a pet dies while living in Residence, the student should contact their front desk. Once informed, Residence Life & Services will assist the student in the process of disposing of the pet while on campus, should the student be unable to take it home. Deceased pets are not permitted to stay in residence.

Pet Owner Responsibilities

1. Regardless of the circumstances, the owner is ultimately responsible for the pet's actions. Approved owners may not transfer daily care responsibilities for their pet to others.
2. All pets must reside with their owners at all times when in residence.
3. All cats must be housebroken before arriving on campus.
4. Pets may not be left unattended in residence over any breaks.
5. Under no circumstances are pets allowed to be unsupervised while outside of the owner's residence room.
6. Pets are not allowed in residence bathrooms.
7. Pets cannot be tied up, leashed to an object or building when outside or in a hallway/ area while the owner is not present.
8. Owners must ensure pets are well cared for. Any evidence of mistreatment or abuse may result in immediate removal of the pet and/or disciplinary action for the individual.
9. Approved pets may not be left overnight in residence to be cared for by any individual other than the owner. If owners are to be absent from residence overnight or longer, the pet must accompany the owner or the owner must make accommodations to board the pet off campus. The owner is responsible for ensuring that the pet is contained, as appropriate, when the owner is not present.
10. Owners must fully cooperate with Queen's Residence Life & Services personnel regarding this policy and developing procedures for care of the pets (e.g., cleaning the pet, feeding/watering the pet, disposing of feces and toileting materials, etc.)
11. The owner is solely responsible for regular and routine cleaning of floors, kennels, crates, and cages.
12. Pets must be caged or crated when the owner is not in their residence room, excluding cats which must be secured within the residence room.
13. For the safety of staff and pets, facilities staff may reschedule work orders if pets are not crated, caged, or stationed while unattended. If work orders cannot be repaired in a timely manner due to an uncrated pet, owners may be referred to the Residence Conduct Office. Facilities staff may not enter a room to make repairs or spray for bugs if a pet is inside without being properly secured. Owners should contact the Facilities Control Center (FCC) to make arrangements in this case.

14. Pet gates across bedroom doors, front doors, hallways, and stairwells, or that could impede fire egress are prohibited. This is to maintain a clear path for fire egress and safety as required by local fire codes.
15. The odour of a pet emanating from an owner's residence room is not acceptable.
16. Owners may be charged for any damage caused by their pet to the same extent other individuals are charged for damages. The owner's accommodations may also be inspected for fleas, ticks, or other pests, if necessary, as part of Queen's Residence Life & Services's standard or routine inspections. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a university contracted pest control service. The owner's SOLUS account will be billed for the expense of any pest treatment beyond the standard pest management in residence.
17. Owners are responsible for all actions of their approved pet. This includes:
 - a. Damage beyond normal wear and tear expected for the spaces without the presence of a pet
 - b. Aggression toward humans or other pets
 - c. Injury of humans or other pets
 - d. Disruption during meetings or gatherings, indoors or outside
18. Owners are required to have a Queen's Residence Life & Services issued decal on their residence room door at all times indicating a pet is inside.
19. Owner negligence or mistreatment of a pet will not be tolerated.
20. Pets attacking other pets or humans will not be tolerated.