Guidelines for Animal Events on University Property

# **Introduction**

Various University groups and departments may wish to sponsor an event that involves live animals. Animal events may present health and safety risks or liability to Penn State, in part due to the unpredictability that is inherent to live animals. These guidelines are meant to help University groups consider and minimize the risks associated with animal events.

# **Scope**

These guidelines apply to animal events held on university property that involve live animals. This includes the University Park campus and the Commonwealth campuses, but not the Penn State College of Medicine.

For the purposes of these guidelines, an “animal event” is an event that includes live animals for exhibition, show, or display for entertainment or educational purposes. An Organization is considered the outside, third-party group bringing the animals onto university property. Animal events do not include events that are covered by the following University Policies:

* AD21 - Use of Agricultural Arena and Agricultural Progress Days Facilities
* AD66 - Service Animal Policy
* RP04 - Care and Use of Vertebrate Animals

Those with questions about assistance animals, service animals, and emotional support animals that are for the exclusive use of an individual should contact Student Disability Resources (students) at edaccessibility@psu.edu / 814-863-1807 or the University’s ADA Coordinator (employees) at adainfo@psu.edu / 814-863-0471

# **General Requirements**

1. Special Considerations:
	1. Therapy Animals:
		1. For therapy events involving domestic mammals brought to campus by an Organization with a certified handler and no fee is being paid, no further approval is required once the event is approved in 25Live. Submission of Acknowledgement form is not required.
		2. For therapy events involving domestic mammals with a fee being paid to the outside Organization, the contract referenced in step 2 is needed to document the fee being paid, however evidence of insurance is not required.
		3. Individuals who are not certified, or who are not a part of an outside Organization, are required to follow the guidance that starts in Step 2 of this guideline.
	2. K-9 units that are part of a local law enforcement agency do not require prior approval under this guideline.
2. Approval of an animal event is contingent upon a contract between the Organization and the University. The contract used should be either: a) the [University Release and Indemnification Agreement](https://guru.psu.edu/forms/university-release-and-indemnification-agreement-form.pdf) signed by Organization and Organization insurance certificate **if there is no fee being paid** to the Organization or b) the University’s Master Entertainment Agreement template with the required insurance. The Master Entertainment Agreement template is available at the following link: <https://purchasing.psu.edu/entertainment-agreement-guide> and then be sure to review and follow completion and processing instructions.  Contracts must be submitted to psucontracts@psu.edu for approval. Contract and insurance requirements must be completed before the event is authorized to proceed.
3. The location of the event must be approved by the appropriate University representative via the [Penn State 25Live Room and Event Scheduling system](https://www.registrar.psu.edu/collegenet/). For events that take place indoors, the [Facility Coordinator](https://www.opp.psu.edu/facilities-coordinators) must approve the event and its location within the building.
4. Animals must always remain in sight of and under the control of the Organization. The form of this control may vary depending on the precise circumstances of the event and could include enclosures or leashes.
5. Animals in the event must be up to date on required immunizations and in good health.
	1. For domestic dogs and cats, Organization must maintain current rabies vaccination and documentation of vaccination must be available upon request.
	2. If any of the animals involved with the event are birds or domestic farm animals, the University Veterinarian must be consulted at least two (2) weeks prior to the event. To do so, the Penn State Event Host must provide a list of animal species involved with the event to psucontracts@psu.edu as soon as possible for the Office of Central Procurement to send to the University Veterinarian for review and to determine any restrictions and health requirements that must be met, which may include:
		1. A Certificate of Veterinary Inspection (CVI or Health papers) for each animal within 30 days of the event.
		2. Proof of required vaccinations (such as rabies vaccine)
		3. Any additional information requested by the Veterinarian.
	3. Per PSU Policy FNG02, usage of non-avian wildlife or exotic animals should be cleared by the Office of Environmental Health and Safety (EHS) before the agreement is sent to the Office of Central Procurement. Requests should be submitted through the [Lionsafe General Requests module](http://lionsafe.psu.edu/community_portal). EHS will determine any restrictions or requirements that must be met prior to Penn State Event Host submission to psucontracts@psu.edu . Host must include the Lionsafe General Request ID number for verification.
6. The Organization must provide responsible care to their animals, including food, water, and shelter. Provisions must be made for animals that may become agitated or stressed during the event.
7. Animals may not stay on university property overnight.
8. The location of the animal event must be such that people have a buffer zone to prevent unwanted contact or proximity to the animals.
9. For interactive events, where people are permitted to touch the animals, the Organization must provide handwashing facilities and signage to encourage the use of the handwashing facilities following contact with the animals. Handwashing facilities include a sink with running water, soap, and hand drying equipment.

# **Acknowledgment and Approval Process for Animal Events on University Property**

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|  **Penn State Event Host** |
| Host Name  | Phone | Email |
| **Event Details** |
| Event Name | Location | Proposed Date |
| Organization Name | Organization Contact | Organization Phone |
| Provide list of Animals involved with Event: |
| **Event Host Acknowledgement** 1. **Check most appropriate response, sign, and date.**
2. **Submit completed EHS Guidelines for Animal Events with any required supplemental documents such as the contract to** **psucontracts@psu.edu**
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|  | **Contract required per Section 1.a.ii**, but otherwise Organization Therapy Event involving domestic mammals meets requirements in Section 1.a.i as well as the other General Requirements and does not require other approvals from University Veterinarian or Environmental Health and Safety.  |
|  | **Contract Required.** Event meets the requirements outlined in the General Requirements and there are no birds, domestic farm animals, non-avian wildlife, or exotic animals as part of this event and therefore does not require separate approval from University Veterinarian or Environmental Health and Safety.  |
|  | **Contract Required per Section 5.b or 5.c.** Event involves considerations not outlined in the General Requirements and/or must be additionally reviewed by University Veterinarian and/or EHS prior to approval.Does this event meet the outlined General Requirements?: Yes [ ]  No [ ] If no, please include details below if this event does not meet all General RequirementsBe sure to provide details in your submission email on what additional review is needed, if any. For events involving domestic farm animals or birds follow Section 5.b and include review outcome with required documentation.For events involving non avian wildlife or exotic animals include Lionsafe General Request ID # for reference:  |
| Event Host Signature | Signature Date |