



Procedures and Policy for Residents With Pets

Please remember that being able to bring your pet(s) with you when you are coming into shelter is a privilege, and not a right, so please adhere to these procedures during your stay:

*Although a pet may appear calm on the exterior, a change in environment can be stressful. If the pet has been abused or neglected, this could also impact his/her behavior in a new environment. For the wellbeing of the pet, as well as for the safety of the family, shelter staff and shelter residents, it is important for pets to not free-roam or interact unsupervised with others. Because some families may not understand their pet's behavior or how the pet will react to meeting new people, the best practice is to minimize outside interaction with the pet. Be respectful of other residents who may not welcome the presence of a family pet or may have allergies to your pet. Therefore, you must keep your pet in your designated room or designated kennel area in the shelter at all times. When in common areas, and not within the designated pet-friendly areas of the house, both inside and outside, your pet must be on a leash at all times and the leash must be under your control.

*If a pet is checked into CODA and subsequently is determined to be too stressed or upset for safe handling, then we will work with you to transfer your pet to a partner animal protection organization for a set period of foster care.

*You are solely responsible for your pet at all times. You must attend to the care of your pet each day. This includes providing appropriate food, water, regular and daily exercise, scooping/changing of litter, and playtime.

*If your pet frequently barks, meows, chirps, etc., at a noise level that can be heard outside your room, or is otherwise disruptive, staff may work with you to determine if possible solutions or adjustment could be made to avoid disturbing other residents.

*If your pet becomes disruptive or aggressive at any time, CODA reserves the right to no longer permit your pet to reside at shelter. However we may support you with transferring your pet to a partner animal protection organization.

*Immediately clean up any messes or accidents that your pet has while on the premises of the shelter.

- * If your pet requires immediate medical care upon entry to the shelter or during your pet's stay at the shelter, notify a staff member immediately. You will be responsible for the cost of any extraordinary medical care provided.
- * Supervise your children around all pets housed at the shelter.
- * Provide a copy of each pet's current vaccination records when checking in to the shelter or within 48 hours of arrival. If your pet is not current on vaccinations, our partner organizations will provide vaccinations at no cost or for a reduced fee.
- * If you leave shelter due to a medical emergency, we will work with you on a plan for the pet to be temporarily fostered or we will work with you on placing the pet with a safe friend or family member of your choosing.
- * If you fail to return to shelter within 24 hours, or leave shelter for any reason without notifying shelter staff, we will consider that you are abandoning your pet. Therefore, if these circumstances occur you agree that the ownership of the pet has been relinquished to CODA and that CODA may place the pet for adoption or other disposition with a local animal protection organization and that you forfeit all legal rights to the pet.
- * Further, upon ending your stay at the shelter, you must take your pet with you. If you leave your pet behind, you agree that ownership of the pet has been relinquished and that CODA may place the pet for adoption or other disposition with a local animal protection organization and that you forfeit all legal rights to the pet.

If you violate any of these procedures during your stay, the shelter has the right to require you to find alternative placement for your pet.

By signing this document you are agreeing that all information is accurate and true and you will abide by these agreements. Additionally, by signing this document you are stating that all pets are registered in the state of Indiana and are vaccinated against rabies in accordance with Indiana law.

Resident

Date

Pet Agreement Between Resident and CODA

Name of Resident: _____

Emergency Contact Name/Phone: _____

Veterinarian Name/Phone: _____

Date of Admission: _____

Anticipated Length of Housing of Pets: _____

The **CODA** program (“Shelter”) agrees to accept from the above-named shelter resident (“Resident”) the following pets into the Shelter for safe housing:

Pet Name	Species/Breed	Weight	Age	Gender	Vaccinated?
----------	---------------	--------	-----	--------	-------------

The pets listed above are allowed to stay at no cost at the shelter until Resident has obtained pet-friendly housing or until the resident has made other arrangements for the pet. If Resident’s pets require immediate medical care upon entry to the Shelter, or during their stay, due to injury or illness, Resident will be responsible for the cost of services provided. ***Please be advised that CODA may be required to report animal abuse to the appropriate law enforcement authorities, including providing any veterinary records supplied or produced as a result of Resident’s pet staying at the shelter. These records may be provided to law enforcement or to the prosecutor’s office for use in court, if animal cruelty charges arise.***

Resident agrees to release, discharge and hold harmless CODA, its successors and assigns from any and all claims, complaints, causes of action, demands, and actions of every kind and nature whatsoever, both known and unknown, arising out of or connected to the housing of Resident's pet at Shelter.

By signing this document, the resident acknowledges that finding housing that allows pets is not guaranteed and that if the resident passes up a potential housing opportunity because it is not pet friendly the resident may be required to leave shelter

Resident has received, read and agreed to comply with this packet.

Shelter Resident signature

Date

CODA Shelter Director signature

Date