**Policy***:* Grace College and Seminary does not permit animals on campus grounds or in facilities except as described in this policy and may exclude an animal from campus if it causes disruption, threatens the health or safety of others, or otherwise fails to meet the criteria in this policy.

**Purpose:**Grace remains committed to creating a supportive, respectful learning, living, and working environment for its students, employees, and guests. Accordingly, Grace permits animals on its grounds or in its facilities when they are serving a college-approved purpose, but within the scope of this policy.

**Scope:** This policy applies to all individuals on the Winona Lake campus and other Grace locations including staff, faculty, students, parents, vendors, and visitors. This policy applies to individuals with pets and therapy animals.

This policy does not apply to (1) students with service or emotional support animals, which are provided for in the institution’s *Service and Assistance Animal Policy*, (2) bona fide trainers of a service animal to serve individuals with disabilities, or (2) employees or third parties with service animals.

Institution-approved animals, including therapy animals, have no specific rights of access except in those areas in which they are approved regardless of their animal designation.

**Definitions**

1. A *service animal* has been individually trained to do work or perform tasks to accommodate an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
2. A *pet* is any privately owned animal kept for ordinary use and companionship. Service and assistance animals (service and support animals), as defined in the Grace’s *Service and Assistance Animal Policy*, are *not* considered pets.
3. A t*herapy animal* is an animal trained to provide a comfort or other health benefit to a particular population, such as improvement of an individual’s social, emotional, or cognitive functioning. Therapy animals are not required to be formally certified, although units wishing to use therapy animals to provide a benefit to the campus community should use their judgment in selecting animals that will not disrupt campus business. Therapy animals do not have access like service dogs and emotional support animals and have not been prescribed by a licensed mental health professional or doctor.

**Procedure**

Grace permits animals on its grounds for institution-approved purposes, which include:

1. Academic, instructional, or research purposes based on faculty requests for such use (e.g., animals approved to attend a specific class are permitted into the building and classroom for that purpose only)
2. 10 feet outside the greenway at Miller Field Complex
3. Limited, pre-scheduled hours in the Health and Counseling Center
4. Operational purposes related to the institution’s mission
5. Safety purposes, such as those conducted by law enforcement (e.g., on-duty K-9s or rescue dogs)
6. Incidental presence, such as community members walking the local trails through campus
7. Educational or health- and wellness initiatives

When animals are permitted for institution-approved purposes the owner of the animal:

1. Must follow local and state animal control laws.
2. Does not allow the animal in buildings or facilities not pre-approved.
3. Assumes full responsibility for any damage or injury caused by the animal. Grace is not liable for any damage caused by an animal to anyone on its premises.
4. Controls and supervises the animal at all times (e.g., animals must have a harness or leash [typically 6 feet or shorter] or otherwise be controlled by the owner and owner does not leave the animal tethered stationary or unattended).
5. Ensures that animal waste is cleaned up immediately and properly disposed of.
6. Confines the animal in a vehicle only for a reasonable period of time as long as the animal is not endangered, does not endanger others, or does not create a nuisance.
7. Assures the animal remains on the sidewalk or other hard surface.

**Restrictions**

For health and safety reasons, no institution-approved animal is permitted in the following locations:

1. Research and teaching laboratories or clinics, unless used for academic, instructional or research purposes
2. Mechanical rooms and maintenance closets
3. Food service preparation areas
4. Areas in which the animal may be endangered

Grace may impose additional restrictions on the presence of animals in certain locations or at particular events.

**Requests for Authorization and Waivers**

All requests for animals on campus, including both requests for institution-approved purposes and requests for waivers to this policy, should be submitted in writing to the VP of Administration and Compliance at least 3 working days prior to the occurrence. Requests for authorization should include the date, time, specific room or campus location, and purpose for the request. Requests for waivers should also include the anticipated benefit of the event or experience.

Third parties with service animals are not required to seek authorization or waivers to permit their animal on campus. Grace desires, however, to be supportive of all individuals visiting or working on campus with a service animal so encourages, but does not require, those individuals to notify the disability services coordinator and campus safety to assist in meeting their accessibility needs:

*Note:*Employees needing a service animal are asked to contact the human resources department to engage in the ADA interactive process for a reasonable accommodation according the *Employee Handbook.*

**Wild Animals**

Calls for removal of wild animals on campus (e.g., bats, raccoons, squirrels, possums, etc.) should be made to one of the following:

PestAway Solutions (for calls up to 10:00 pm)

Rob Eccles

574-527-4665

Sheriff's Department (late evening calls)

574-267-5667

**Notifications**

Campus safety will always be notified of an animal authorized to be on campus. Other offices, such as special events, may also be notified. The VP of Administration and Compliance maintains a master list of approvals.

**Violations**

The Campus Safety Department is responsible for enforcement of this policy.

Violations are typically resolved informally, but Grace reserves the right to restrict the presence of an animal or order the removal of any animal by the Animal Welfare League it deems disruptive or is an endangerment to others.

Grace reserves the right to seek restitution for any animal-related damage to its property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

Anyone injured by an animal on campus should immediately contact Campus Safety.

Any violation of this policy should be reported to Campus Safety.

**Related Policies**

Service and Assistance Animal Policy

Employee Handbook – Reasonable Accommodation policy

**Revision History:**

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| **Date** | **Description of Revision** |
| 9/30/18 | Creation and initial approval |
| 1/16/19 | Added “research” to procedure #1, added clarification to restrictions #1, added notifications, revised “authorizations and waivers.” |
| 5/30/19 | Added service animals for third parties and employees. Revised definition of therapy animal. Revised “authorization and waivers.” |
| 1/6/23 | Added “Wild Animals” section. |