

Lincoln Memorial University
Emotional Support Animal Application
Alternate Caregiver's Information

In the event that you are traveling for a university-sponsored event or experience an emergency, please identify at least two people that can be contacted to care for your animal in your absence. At least one Alternative Caregiver(s) that you list must reside off campus. You may identify up to three alternate caregivers. As needed, an additional person living on campus may be listed to serve in an emergency as a temporary transitional caregiver until long-term care can be obtained from an off-campus Alternate Caregiver's listed below. All animals must be removed by an Alternate Caregiver in a timely manner as appropriate for needed care for that animal and not longer than 6 hours from the time of absence of the Owner. All alternate caregivers that reside in university housing must complete an Alternate Caregiver Responsibility Acknowledgement Form.

Please notify any Alternate Caregivers before listing their information below.

1. Alternate Caregiver's Name (Off-campus residence):

Phone Number:

Alternate Caregiver's Address:

Email:

2. Alternate Caregiver's Name (May be on-campus):

Phone Number:

Alternate Caregiver's Address:

Email:

3. Alternate Caregiver's Name:

Phone Number:

Alternate Caregiver's Address:

Email:

Student Name Printed: _____

Building: _____ Room #: _____

Student Signature: _____

Alternate Caregiver Responsibility Acknowledgement Form

****All on-campus alternative caregivers must complete this responsibility acknowledgement form before providing care for any approved emotional support animal. Alternate caregivers must follow the policies and procedures listed here. Animals found in their care prior to completing this form are violations of the Railsplitter Community Standards Guide and will result in disciplinary action.****

Policies

Expectations of Alternate Caregivers

1. **An ESA may not be left over night or for extended periods of time** in university housing (6 hours for dogs and 12 hours for other animals).
2. **Alternate caregivers must ensure that an ESA is appropriately contained** in the alternate caregiver's room when the alternate caregiver is not present in the room. As others may be entering or exiting the room, there should be precautions to prevent the animal from running at large. Crating or caging of the ESA is required when the alternate caregiver is away. Animals running loose may be captured, restrained, and/ or removed from campus.
3. **An ESA is permitted ONLY in the alternate caregiver's personal living space when the owner is travelling for a college-sponsored event.** It may not be in common or shared living areas within the residential facility.
4. **An ESA may not be outside of the alternate caregiver's privately assigned residence (room)** except during transport to or from an outside area if/as necessary for relief, exercise, or transportation to or away from campus. If the animal is outside for any of the above reasons, it must be leashed or transported in a carrier.
5. **The alternate caregiver is responsible for feeding and watering the ESA** within the alternate caregiver's assigned room. Bowls of food and water must be placed on mats to prevent spills from getting on the floor or carpet. The alternate caregiver is expected to clean the floor/carpet immediately when food or water is spilled. Since open bags of food attract bugs, they are not allowed; food must be kept in sealed, plastic containers within the alternate caregiver's assigned room.
6. **The alternate caretaker is responsible for all cleaning responsibilities and waste disposal when the ESA is in their care** including hair/fur, waste management, litter, and bedding. Soiled litter, soiled bedding, diapers, and solid waste (including feces from outside areas from pets which require outside toileting) must be secured in plastic bags and placed in *outside* trash receptacles. University owned supplies, equipment, or facilities (including but not limited to showers, sinks, and toilets) may not be used for cleaning purposes of the ESA or its cage, container, or litter box.
7. **Any mistreatment, suspected or observed, of an animal will be reported to authorities** for investigation. Any individual found to have abused an animal is subject to university disciplinary action; and, if abuse or neglect is conducted by the alternate caregiver, the owner will be notified and the animal may be removed from campus immediately.
8. **The alternate caregiver, not the university, is responsible for all actions** of the emotional support animal, including bodily harm or damage to property or facilities when the ESA is in their care. The alternate caregiver is expected to pay if additional cleaning or repair costs are incurred.
9. **If the ESA requires outside toileting or exercise,** the ESA must be harnessed or leashed while outside or while in public areas of the residence hall while going to or from outside.

10. **The alternate caregiver must be willing and able to control the ESA's behavior** such that unacceptable or disruptive behavior is not allowed. The animal must be under the control of the owner at all times.
 - a. Examples of unacceptable behavior may include, but are not limited to: aggressive behavior; running loose and/or running away from the alternate caregiver; excessive noise; excessive odor; excessive mess; any behavior that causes unreasonable disruption of routine for other residents or community members.
11. **If the ESA engages in unacceptable or disruptive behavior** as described above, becomes a threat to the health or safety of community members, causes damage to property owned by the university or others, or fundamentally alters the nature of the Lincoln Memorial University operations, the university retains the right to require the removal of the ESA.

I _____ acknowledge all policies listed above and agree to uphold each policy outlined in the Alternate Caregiver Responsibility Form. In addition, I acknowledge that any violation of the above policies will result in disciplinary action and loss of privilege to serve as an alternate caregiver.

Applicant Signature: _____ Date: _____