Privately Owned/Visiting Animal Approval Form

This form must be submitted to the Institutional Animal Care and Use Committee (IACUC) at least 14 days prior to requested animal arrival to campus and must be signed by a University Sponsor (Department or Center). After review of the form, the IACUC has the authority to request additional information or deny the animals use on campus. We assume the handler/trainer is the owner, and if not, please identify the owner separately on this document.

For more information, please refer to The Use of Privately Owned/Visiting Animals policy.

**I. General Information**

|  |  |
| --- | --- |
| Date of Application |  |
| Individual Applying |  |
| Phone |  |
| E-mail |  |
| University Sponsor |  |

**II. Animal Owner Information**

|  |  |
| --- | --- |
| Owner/Handler/Trainer of Animal |  |
| Address |  |
| Phone |  |
| E-mail |  |
| USDA Exhibitor License # (if applicable) |  |

**III. Animal Information**

|  |  |
| --- | --- |
| Number of Animals Participating |  |
| Animal Description(s) (species, breed, age, sex) |  |
| State Where Animal(s) Normally Reside |  |
| Animal licensing County and License Number(s) |  |
| List Vaccination(s) and Corresponding Vaccination Date(s) |  |
| Any known health conditions |  |

**IV. Details of Animal on Campus**

|  |  |
| --- | --- |
| Date(s) of animal on campus |  |
| Time on campus & Duration on campus |  |
| Event title or Description (if applicable) |  |
| Reason(s) for the animal being on campus |  |
| Provide specific details on how the animal will be used on campus |  |
| Location(s) on campus |  |
| How will animal escape be prevented? |  |
| Frequency and length of breaks for the animal |  |
| Will food and water be provided while on campus? |  |
| Will shade be provided (if applicable)? |  |
| Individual responsible for the animal(s) on campus (owner/handler/trainer) |  |
| Will there be a period of time when the owner will not be present? |  |
| Does the person responsible have experience with the animal under similar circumstances? |  |
| How will animal hair/waste be managed during and after the visit? |  |
| What are the arrangements for veterinary care if needed? |  |
| List the precautions taken to prevent injury/harm to the animal(s) on campus. |  |
| List the precautions taken to prevent injury/harm to the people/public. |  |

**V. Agreement & Signature(s)**:Signatures may be remit digitally or in wet ink.

By signing below, I attest;

1. That I understand and have reviewed the Institutional Animal Care and Use Committee’s “The Use of Privately Owned/Visiting Animals” policy and will follow all mandates set forth;
2. Further, **I agree to indemnify and hold harmless the Board of Regents of the University of Wisconsin System, University of Wisconsin-La Crosse, and Animal Care and Use Program inclusive of all employees, agents and assignees for any liability or damages that stem from the presence of the visiting animal**, including but not limited to, injury or damage caused by the animal to University employee, agent, student or property; injury or loss of the animal; injury or damage to any third person or property of third person;
3. The Handler/Owner/Trainer and its consultants retained under the terms of this Contract shall procure and maintain during the life of this Contract, Commercial General Liability Insurance.  Minimum coverage shall be $1,000,000 per occurrence, $2,000,000 general aggregate.  Such coverage shall be of the “occurrence” type form and shall include the employees of the Vendor as insureds. Insurance shall be primary and noncontributory. **If requested, a certificate of insurance shall be provided to the University of Wisconsin-La Crosse**;
4. In connection with the performance of work under this Contract, the Handler/Owner/Trainer agrees not to discriminate against any employee or applicant for employment because of age, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5) of the Wisconsin State Statutes, sexual orientation defined in section 111.32(13m), or national origin. Except (as defined in section 16.765) with respect to sexual orientation, the Handler/Owner/Trainer further agrees to take affirmative action to ensure equal employment opportunities. The Handler/Owner/Trainer agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause;

1. This Contract shall be constructed and governed by the laws of the State of Wisconsin;
2. This Contract constitutes the entire agreement of the parties and supersedes all prior agreements, promises, negotiations or representations, both oral and written. Other than to the legal Affiliates of the Parties, the rights and duties arising under this Agreement may not be assigned without prior written consent of the other party, which permission will not be unreasonably withheld, and any other attempt to assign this Agreement will be void. If any part of this Agreement is declared invalid or unenforceable, the remaining parts will not be affected;
3. I have read and understand my obligations set forth in Wisconsin State Statutes 174.02(1), 95.21(8), and La Crosse County Ordinance 11.31(10); and
4. THE UNDERSIGNED REPRESENTS THAT THEY ARE AUTHORIZED TO SIGN THIS FORM AND THAT THE INFORMATION PROVIDED IS ACCURATE AS OF THE DATE OF SIGNATURE. THE UNDERSIGNED UNDERSTANDS THAT THE TERMS AND CONDITIONS ABOVE WILL APPLY.

|  |  |  |
| --- | --- | --- |
| Applicant Signature, Date |  |  |
| University Sponsor Signature, Date |  |  |
| Owner/Handler/Trainer of Animal Signature, Date |  |  |

Please submit form in WORD format to [iacuc@uwlax.edu](mailto:iacuc@uwlax.edu)

*This section is for Institutional Animal Care and Use Committee only.*

Other stipulations of approval (as applicable):

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|  |

**Approvers**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Printed Name** | **Title** | **Signature** | **Date** |
| Greg Sandland | IACUC Chair or Designee |  |  |
| Cord Brundage | IACUC Attending Veterinarian or Veterinary Designee |  |  |
| Allen Hill | Chief of Police |  |  |
| Scott Brown | Physical Plant Director |  |  |
| Sandy Grunwald | Institutional Official (IO); Associate Vice Chancellor for Academic Affairs |  |  |