

## Guidelines for Events Involving Animals

This document is intended to serve as a guideline for Ball State University departments and recognized student organizations (“*hosting organizations*”) desiring to host events involving animals’ on the Ball State University campus or on property controlled, operated, or owned by Ball State University. This information is not intended to provide guidance related to research endeavors involving animals, service animals and/or K9 Police dogs.

Events involving animals include petting/therapy events, stress-relief events, live demonstrations, animal-related fundraisers, and animal shows. Animals participating in these types of events must be in good health, both physically and emotionally and enjoy the type of planned event. The animals should never be involved in such ways that their safety or comfort are jeopardized as determined by both the animal handlers and onsite personnel. Animals must not be overworked or overwhelmed.

In addition to the applicable policies and rules for events that departments and recognized student organizations must follow, those desiring to host events involving animals are expected to comply with the following:

- **Approval** – The hosting organization shall first seek approval from the university department or office with the authority to grant such space requests, e.g., Student Center, Recreation Services, etc. In addition, the hosting organization shall notify Risk Management of any events involving an animal species other than dogs or cats.
- **Health certificates** - The hosting organization shall obtain documentation that the animals are in good health and have been vaccinated against diseases.
- **Proof of insurance** –The hosting organization shall obtain a \$1 million dollar certificate of general liability insurance from individuals or entities bringing animals onto campus. The certificate shall name Ball State University as an additional insured.
- **Liability waivers** - The hosting organization shall request waiver forms to reduce their liability and risk. Student organizations hosting animal events are responsible for contacting Student Legal Services regarding waivers. Risk Management supports all other campus departments/offices regarding animal-related activity waivers.
- **Event supervision** – The entity providing the animals shall provide a sufficient number of trained and experienced handlers. A minimum of two (2) handlers shall be present at all times to supervise. The handlers must be familiar with the individual animal taking part in an event, have knowledge of the animals’ well-being needs, and be able to detect signs of discomfort and stress.
- **Sanitation** - Clean-up of pet waste shall occur immediately. If indoors, the space shall not be carpeted unless prior approval is received from the building manager.
- **Hygiene** – An adequate supply of hand soap or similar cleansing agents shall be provided for use by all persons handling the animals.
- **Prohibited animals** - Wild or exotic species of animals are generally prohibited for anything other than stage shows or live demonstrations.
- **University regulations** – The University reserves the right to control the location of an event, limit the duration of an event and/or mandate levels of services to be present in the form of security, custodial, and other support staff.

\*Any person who chooses to bring their pet(s) to campus will be held personally liable for any and all bodily injury or property damage caused by their pet. For questions, please contact Risk Management at [orm@bsu.edu](mailto:orm@bsu.edu) or by calling extension 5-1110.