Guidelines for Animal Events on University Property

# **Introduction**

Various University groups and departments may wish to sponsor an event that involves live animals. Animal events may present health and safety risks or liability to Penn State, at least in part due to the unpredictability that is inherent to live animals. These guidelines are meant to help University groups consider and minimize the risks associated with animal events.

# **Scope**

These guidelines apply to animal events held on university property that involve live animals. This includes the University Park campus and the Commonwealth campuses, but not the Hershey Medical School.

For the purposes of these guidelines, an “animal event” is an event that includes live animals for exhibition, show, or display for entertainment or educational purposes. Animal events do not include events that are covered by the following University Policies:

* AD21 - Use of Agricultural Arena and Agricultural Progress Days Facilities
* AD66 - Service Animal Policy
* RP04 - Care and Use of Vertebrate Animals

Those with questions about assistance animals, service animals, and emotional support animals that are for the exclusive use of an individual should contact Student Disability Resources (students) at edaccessibility@psu.edu / 814-863-1807 or the University’s ADA Coordinator (employees) at adainfo@psu.edu / 814-863-0471

# **General Requirements**

1. Approval of an animal event is contingent upon a contract between the Exhibitor (the outside group bringing the animals onto university property) and the University. The contract used should be either: a) the [University Release and Indemnification Agreement](https://guru.psu.edu/forms/university-release-and-indemnification-agreement-form.pdf) signed by Exhibitor and Exhibitor insurance certificate **if there is no fee being paid** to the Exhibitor or b) the University’s Master Entertainment Agreement template with the required insurance. The Master Entertainment Agreement template is available at the following link: <https://purchasing.psu.edu/contract-information#entertainment> and then be sure to review and follow [University Standardized Entertainment Agreement Completion and Processing Instructions for University Sponsored Events.](https://nam10.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fpennstateoffice365.sharepoint.com%2F%3Ab%3A%2Fs%2FRiskManagementWebsiteDocuments%2FEfmo3fY1jftNvSr48u6XdXMBBzRdj9cANnI8nfE2Mnjghg%3Fe%3DR9T5k5&data=05%7C01%7Cdqs6143%40PSU.EDU%7C606d3eff940b4f26cb1e08dac80e85ab%7C7cf48d453ddb4389a9c1c115526eb52e%7C0%7C0%7C638042262281578307%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=KEaRr%2By4zxq0omuNowf7DbUYAY3igeikwjaxjFjHrcM%3D&reserved=0) Contracts must be submitted to psucontracts@psu.edu for approval. Contract and insurance requirements must be completed before event is authorized to proceed.
2. The location of the event must be approved by the appropriate University representative via the [Penn State 25Live Room and Event Scheduling system](https://www.registrar.psu.edu/collegenet/). For events that take place indoors, the [Facility Coordinator](https://www.opp.psu.edu/facilities-coordinators) must approve the event and its location within the building.
3. Animals must always remain in sight of and under the control of the Exhibitor. The form of this control may vary depending on the precise circumstances of the event and could include enclosures or leashes.
4. The Exhibitor must have and communicate a suitable plan for cleanup of animal waste, bedding, and any other materials used in the event, as well as in the event of an escape.
5. Animals in the event must be up to date on required immunizations and in good health. Penn State Purchasing Department will coordinate with the university veterinarian regarding current health requirements, as these requirements may change based on the current state of events within the commonwealth.
6. Exhibitors must provide a list of animal species to psucontracts@psu.edu  as soon as possible for review by the veterinarian who will determine any restrictions and health requirements that must be met. They should also provide:
	1. A Certificate of Veterinary Inspection (CVI or Health papers) for each animal
	2. Proof of required vaccinations (such as rabies vaccine)
	3. Any additional information requested by the Veterinarian
7. The Exhibitor must provide responsible care to their animals, including food, water, and shelter. Provisions must be made for animals that may become agitated or stressed during the event.
8. Animals may not stay on university property overnight.
9. The location of the animal event must be such that people have a buffer zone to prevent unwanted contact or proximity to the animals.
10. For interactive events, where people are permitted to touch the animals, the Exhibitor must provide handwashing facilities and signage to encourage the use of the handwashing facilities following contact with the animals. Handwashing facilities include a sink with running water, soap, and hand drying equipment.

# **Acknowledgment and Approval Process for Animal Events on University Property**

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|  **Penn State Event Host** |
| Host Name  | Phone | Email |
| **Event Details** |
| Event Name | Location | Proposed Date |
| Vendor Company Name | Vendor Contact | Vendor Phone |
| **Event Host Acknowledgement** 1. **Check most appropriate response, sign and date.**
2. **Submit completed EHS Guidelines for Animal Events with contact documents to** **psucontracts@psu.edu**
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|  | Event meets the requirements outlined in the General Requirements and does not require separate approval from Risk Management or Environmental Health and Safety. |
|  | Event involves considerations not outlined in the General Requirements must be additionally reviewed by Risk Management, University Veterinarian, and/or EHS prior to approval. |
| Event Host Signature | Signature Date |