



1. Introduction

Various organizations or groups associated with Kennesaw State University (KSU) may seek to host or sponsor events that involve exhibition, show, or display of live animals for educational, relaxation, therapeutic, and or entertaining purposes. While the presence of animals at such events may provide the intended benefits to the event's participants, contact with the animals is not without risks to both the participants and the animal itself.

Animals sometime carry harmful organisms such as viruses, bacteria, parasites, and fungi (germs) that can spread to people and cause different types of illness to the individuals interacting with the infected animal. These illnesses are commonly known as zoonotic diseases. An animal may appear healthy even when infected with germs that can make a person sick. The disease-causing germs may spread to participant through various means including coming into direct contact with saliva, blood, urine, mucous, feces, or other body fluids of an infected animal; indirect contact with objects or surfaces that have been contaminated with germs; or being bitten by a tick, or other insect such as mosquito or flea (vector) that is infected with germs from the animal. In addition to health hazards, animals present potential for physical injury from kicks, bites, or scratching.

It is therefore important that event organizers bringing non-services animals on campus as part of an event ensure appropriate controls and safeguards to minimize the risk of disease transmission and physical injuries to participants.

2. Purpose

This procedure describes the requirements and best practices for bringing non-service animals to campus as part of an event to ensure the safety and health of the participants and the KSU community in general.

3. Scope

This procedure applies to any KSU employee, student, volunteer, or member of the public who wishes to bring a non-service animal to any properties leased, owned, and operated by KSU.

4. Exemptions

This procedure does not apply to:

- Law enforcement K-9 and equestrian units.
- Animals used as accommodation under law, including service animals and emotional support animals [Service and Emotional Support Animals Policy](#).
- Animals used for teaching or research under the [Guide for the Care and Use of Laboratory Animals](#) and the [Institutional Animal Care and Use Committee \(IACUC\)](#) requirements.
- Registered therapy animals used for therapeutic treatment.

All other exemptions will be evaluated on a case-by-case basis. Request for an exemption must be made through the office of Environmental Health and Safety (EHS) via email at ehs.kennesaw.edu.

5. Responsibilities

A. Event Organizer

Event organizer is responsible for ensuring compliance with the requirement outlined in this procedure.

B. Animal Owner/Vendor

The individual or organization bringing animals onto property owned or controlled by the university is responsible for:

- Securing the animal and ensuring the safety of the public and the animal.
- Damage or injury caused by that animal while on KSU property.
- Providing cleaning and disinfecting products and supplies.
- Cleaning and disinfecting affected areas.
- Appropriate disposal of animal waste.

The abandonment of animals on any KSU campus is strictly prohibited.

6. Required Documentation

The individual or organization bringing animals on campus must provide the following documentation prior to final approval of the event.

A. Health Certificates and Licenses

Georgia law (Rabies Control Law-O.C.G.A. -31- 19) requires that all owned dogs and cats be vaccinated against rabies by a licensed veterinarian using approved vaccines in accordance with the national Compendium of Animal Rabies Prevention and Control. Prior to the event, each animal's health certificate showing current vaccinations or testing must be submitted for review. Only vaccinated/tested animals are allowed on campus.

B. Certificate of Insurance

Non-KSU affiliated organizations and/or unapproved vendors must provide a current Certificate of Insurance. The certificate must indicate a minimum General Liability limit of \$1 million per person, and \$3,000,000 per occurrence with an insurance company with an AM Best rating of B or better.

7. Exhibit Requirements

A. Facilities

The areas where the animals will be kept/handled should be clearly defined and separated (barriers, fencing, signage, etc.) from non-animal areas. These areas must be under the supervision and control of a trained staff member or volunteer of the vendor at all times.

No smoking, food, or beverages are allowed in the animal area. Signage stating this prohibition must be clearly posted throughout the exhibit and at the entrance.

Adequate potable water for the animals must be available on the premises at all times.

If public feeding of the animals is permitted, the food must be provided by the vendor and must be appropriate for the type of animal and its nutritional needs.

All animal waste materials (e.g., feces, soiled bedding, etc.) must be removed promptly by the vendor, and in appropriate sealed containers. Animal waste and waste removal tools must be kept in areas that are restricted from public access.

The vendor must clean and/or disinfect the animal area after the conclusion of the event or pay a cleaning fee to have it cleaned/disinfected by a third-party contractor appointed by KSU. An Environmental Protection Agency (EPA) approved disinfectant must be used to disinfect the surfaces.

Handwashing stations must be available and be adequately stocked with antibacterial soap and paper towels for the anticipated number of participants. If soap and water are not available, adequate alcohol-based hand sanitizers or anti-bacterial hand-wipes must be provided. The handwashing stations must be strategically placed at the exit of the exhibit, with signage promoting and clearly explaining the safety reasons for handwashing.

B. Animal Handling

Any animal that will have physical contact with the public must be handled in a manner so there is minimal risk of harm to the animal and to the public.

The vendor must ensure that there is sufficient distance and/or barriers between the animals and the general viewing public to assure the safety of both.

A clearly identifiable, responsible, and knowledgeable employee or attendant must be present at all times during the public exhibition. Vendor or sponsoring organization must ensure adequately trained employees or volunteers are available to maintain and control the exhibit/event.

Patrons/attendees must not be allowed to kiss or interact face-to-face with any animal and should avoid contact with surfaces that animals have been in contact with.

Proper restraints (e.g., saddles, harnesses, leashes, tethers, etc.) must be used for certain animals when they are being handled by the vendor or members of the general public.

All animals must be clean and well-groomed/declawed/nails trimmed as appropriate.

Any animal that is visibly ill or exhibiting symptoms of illness (e.g. – lethargic, vomiting, loose bowels, etc.) must be removed from the premises immediately.

Animals that exhibit aggressive and/or disorderly behavior (e.g. – scratching/clawing, biting, excessive barking, growling, etc.) towards people or other animals must be restrained and removed from the premises immediately.