



UNIVERSITY OF CENTRAL FLORIDA

## Risk Management

PO Box 163500  
Orlando, FL 32816

# Non-Service Animal Event Guidelines

This guideline is designed for events in which non-service animals, such as dogs or cats, are brought onto campus by a sponsoring organization, or for events in which the organizer encourages and expects such animals to be in attendance. This guideline is designed to be used in conjunction with [UCF Policy 3-400.2 Non-Research Animals on Campus](#) and [UCF Athletics Association, Inc.'s Animal Policy](#); however, either policy will govern if there are any discrepancies between them and this guideline.

For events in which the event organization will be bringing non-service animals as part of their event, the following items will be required. (An example would be an event hosted by a pet rescue or event in which the event organization is using a pet rescue):

1. **Certificate of Insurance:** UCF Regulation [UCF-4.0292](#) requires non-University affiliated organizations and/or unapproved vendors that will stage events, or provide products or services on campus, to provide a current Certificate of Insurance. The certificate must indicate a minimum General Liability limit of \$1 million per occurrence, and list the UCF Board of Trustees as “Additional Insured,” and the UCF Insurance Coordinator as “Certificate Holder.” A sample [Certificate of Insurance](#) is provided with required sections highlighted in red. When submitting the Certificate of Insurance, we will also need a copy of the endorsement naming “UCF Board of Trustees” as an Additional Insured.
2. **Health Certificates and/or Licenses:** [Florida Statute 828.30](#) requires all dogs, cats and ferrets to be vaccinated against rabies by a licensed veterinarian. Additionally, the [American Animal Hospital Association](#) and the [American Association of Feline Practitioners](#), have each issued guidelines with recommendations on the proper vaccines for dogs and cats. Base on those recommendations and Florida Statute 828.30, only animals vaccinated according to those recommendations will be allowed. Prior to the event, each animal’s health certificate showing current vaccinations, must be submitted for review. If health certificates cannot be submitted prior to the event, then special arrangements may be made with the approval of EH&S.

For events in which the event organization is encouraging and/or expecting participants to bring their non-service animals, the following two items are required: (1) it is the responsibility of the event organization to ensure any participant bringing their animal is current on their vaccines and (2) the animals are not aggressive towards other people or animals. No Certificate of Insurance is required of participants, unless they are participating as an organization, then a Certificate of Insurance would be required.



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The following are a set of rules for the handling of dogs by participants or event organizers. Although this is specific to dogs, several of these rules can be translated to any type of animal at the event:

1. Dogs are to be kept at least 3 feet apart at all times and no dogs should be allowed to touch noses.
2. All collars must be properly secured and leashes must also be in working condition. All dogs are to remain on a leash while on UCF campus and/or controlled property.
3. Participant should only manage dogs they are comfortable with and are able to handle. The event organizer should consider this when selecting the dogs to bring to the event.
4. Any waste must be disposed of properly by the participant handling the dog, the owner of the dog or the event organizer. Please note that any waste not disposed of may result in a cleaning charge by Facilities & Safety.
5. With the exception of service animals, no animals are allowed in any university building.

The following are a set of specific guidelines for scenarios involving non-service animals:

**Fight:** Although this should not occur as the animals are to be kept at least 3 feet apart, if a fight breaks out between two animals, immediately separate them and allow the animals to calm down. If the animal is unable to calm itself down, the event organizer will ask the owner to remove his or her animal from the event. Do not attempt to pet the animal to calm them down as this will be construed by the animal as a reward for its aggressive behavior. Simply leave the area and allow the animal to calm itself down.

**Leash Problems:** In the event that the animal gets out of its leash and/or the leash fails, the event organizer, designated event staff and/or the animal's owner should be the only ones to attempt to secure the animal, as anyone outside this group may be injured. It is the responsibility of the event organizer to immediately notify participants of the loose animal so they have the opportunity to secure their animal to avoid a type of incident described above, or possible injuries to the animal or participant. Once the animal is properly secured, participants should be notified. Additionally, the event organizer should have extra leashes, collars, muzzles and treats for unexpected incidents such as this.

**Food & Drink:** Based on the duration and time of the event, food and/or water may need to be supplied for the animals. In that situation, only one animal should be allowed at the food or water bowl at a time. The event organizer should come prepared with additional bowls, in the event the number of bowls for the event are not sufficient.

For additional questions or concerns, please contact Risk Management at 407-823-0206.

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Updated: January 2017