



# Facilities Management Policy Exception - Animals on Campus Permission Submission Form

Submission Date

### HS 1.5.1 Animals on Campus Procedure

- 6. If a person or group wishes to bring an animal into a building, facility or vehicle that SAIT owns, leases, or licenses, and the animal is not an education research animal, service dog or a working dog:
  - a) The person or group must request and obtain permission to do so from the Manager, Operations in Facilities Management;
  - b) The request must be in relation to a SAIT-approved event;
  - c) The request must be made at least 30 days prior to the event;
  - d) If the exception is approved, the person or group that requested the exception is responsible for all cleaning and/or repair costs incurred as a result of the animal's presence at SAIT.

Please complete this form and submit via email by clicking the submit button near the bottom of this form. Incomplete forms or inadequate information will result in the form being returned and possible delay in permission for an exception to the policy. Please note submission of this form does not indicate permission. You will receive notification back via email.

Name of Event  Event Start Date  Event End Date

Please Select The Location of Event  Room or Area

Is the event taking place outside? Please indicate where on the SAIT grounds  Grounds Location

Please outline the purpose of the event, include details such as number of animals and what type (copy and paste text if necessary)

If we need further clarification, we may need to contact you. Please leave your name, email and indicate your school or department below.

Name  Email

Group if applicable  School/Dept

Facilities Management Notes and Additional Instructions to the User Group/Person (please email form back to user as confirmation)