

If you are planning to incorporate an animal exhibit or display on campus, you must obtain approval from Risk Management Services. To begin the approval process:

- Complete and submit this form at least ten working days before the event. ***All fields are required***
- Once approved, you will receive a confirmation e-mail — print and display it at the site during your event.

Event Information

Name of Event		Date
Location		
Date ¹	Begin Time	End Time
Additional dates and times		

Contact Information

Department, organization or other group		
Primary Contact Name	Phone #	Email

Animal Information

Please list what animals you wish to bring to the event. Include where the animals are from and the owner(s) names. Animals not listed will not be approved.	Will the public be able to have contact with the animals listed above?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, please explain type of contact
If the public can have contact with the above animals, please explain what sort of hand washing facilities will be provided. ²	

¹ If you have an event that occurs multiple times within the same month, please enter the date and time of the first occurrence, then list additional days in the box below

² Portable sink, bottles of hand sanitizer, etc

Information about the importance of washing hands after any animal contact must be provided to each visitor. It is recommended to provide information in at least two formats, one being verbal. Please explain the other format in which information about hand washing will be provided (signs, posters, handouts or brochures).

All mammals are required be current on their rabies vaccinations if one exists for their species. In addition, a health certificate may be required for some animals.

Who will be in charge of the animals at the event? Persons not listed will not be authorized to work the animal exhibit/display.		Will you be able to provide vaccination records or a health certificate for each animal if required?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Why do you wish to incorporate animals as part of your display or exhibit?
Do the people in charge of the animals at the event have experience with the above listed animals? If so, please state their experience:		
Additional Comments		

Acknowledgement and Agreement

By signing below, I certify that I have read and understand the Recommendations for Animal Exhibits on the University of North Texas campus and agree to operate accordingly. I understand that submitting this form does not guarantee approval for my request.

Requester (Print Name) **Signature** **Date**

Risk Management Approval

Approved by (Print Name) **Signature** **Date**

Disclaimer

This approval applies only to the request for animals and shall not be construed as approval for the event.

It is the responsibility of the requestor to identify and obtain other required approvals.