

# CAT SHACK POLICIES & PROCEDURES MANUAL



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**AniMall Pet Adoption Center**  
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[www.animall.org](http://www.animall.org)  
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This Statement is intended to be a “living” document and is by no means all-inclusive. Through the appreciation and understanding of these basic tenets, it is hoped that conflicts and miscommunication can be avoided.



AniMall is a 501(c)3 organization and is incorporated as a non-profit organization in the state of North Carolina.

## PARTICIPATING RESCUE PARTNERS

### GENERAL RULES

All groups and individuals using AniMall must abide by AniMall rules, policies and procedures. Those not complying with lawful requests may be required to leave the facility/activity and may forfeit future participation. All decisions regarding these matters are made by the BOD (Board of Directors) and are final.

Only BOD approved animal rescue and shelter groups may use the center. Priority consideration will be given to those groups based in the Triangle, although others are also welcome to inquire.

Upon request, all Rescue Partners shall provide copies of their NC articles of incorporation, mission statement and adoption policies including adoption fees and adopter screening criteria.

All Rescue Partners and other animal-welfare groups are invited to display high quality materials such as their organizations flyer, s/n information, pet care handouts, and similar items. All materials are subject to approval by the BOD and unauthorized materials shall be immediately removed or will be subject to disposal.

### ADMISSIONS/INTAKE REQUIREMENTS FOR CAT SHACK

Every cat or kitten must be current on vaccinations. Kittens must be at least 7 weeks old and have had a distemper shot 7-10 days before coming to AniMall. Rabies vaccinations are required for all adoptable pets 4 months old or older. *It is not acceptable to give first vaccinations to kittens the day they are shown at AniMall.* If a Rescue Partner brings animals without their proper vaccinations, they will be asked to remove the animal from the facility. Copies of vaccination records and health records must be kept at AniMall.

Every animal must go through a two-week quarantine at the rescue before coming to AniMall.

AniMall will not accept any animal that is aggressive, feral, or is showing signs of a contagious illness. Any animal that is suspected of illness will not be accepted by the center.

FIV+ cats are allowed in the center as long as proper separation and protection is taken. An AniMall Staff member should be notified when an FIV+ cat is brought into the center.

Adoptable pets shall be clean and presentable when shown. The animals shall have previously been through some type of temperament testing to determine suitability for adoption.

Each animal shall be free of external parasites. Animals with external parasites will not be permitted into the center.

Please keep in mind that the cats will be exposed to loud noise, children, and dogs on the weekends. Overly shy cats and formal ferals do not always do well in this environment. If an AniMall staff member is not able to safely handle or remove a cat from its condo the rescue partner will need to remove that cat.

## ADOPTIONS

The adoption fees at AniMall are set by the Rescue Partner. All adoption fees are handled by the Rescue Partner and they shall supply their own adoption applications and contracts.

All animals adopted from AniMall must be spayed or neutered prior to being placed in the Cat Shack. Medical exceptions may be considered with written documentation from a licensed Veterinarian for reasons such as a geriatric cat with health problems preventing anesthesia.

Same-day adoptions are not encouraged. Rescue Partners who wish to do same day adoptions must get approval from the BOD or AniMall Director.

## AniMall STAFF CAT SHACK RESPONSIBILITIES

AniMall staff and volunteers are responsible for cleaning and sanitizing the Cat Shack between rescue group intakes including a once weekly super clean of all surfaces to be done every Saturday Evening: the floors will be swept, vacuumed, and mopped with the approved vet grade disinfectant; cat condos will be vacuumed and sprayed with approved vet grade disinfectant

The AniMall representative is responsible for completing the daily Cat Shack procedures:

### Morning/Opening

- Fresh litter in disposable litter boxes will be placed in each condo (dirty litter boxes will be removed and disposed of in trash.)
- Fresh water and food will be placed in dishes in condos
- Visual inspection of cats for any signs of issues (running nose, loose stools etc.)

### Evening/Closing

- Fresh water and food will be placed in dishes in condos
- Fresh litter in disposable litter boxes will be placed in each condo (dirty litter boxes will be removed and disposed of in trash.)
- Visual inspection of cats for any signs of issues (running nose, loose stools etc.)

## RESCUE RESPONSIBILITIES

All rescues/shelters must read and sign Policies and Procedures manual to participate in Cat Shack program. All program animals must be UTD on shots, in good health at time of intake and have a current copy of his/her vet records on-site at AniMall.

Weekly Use Fee for Cat Shack is: \$10

A week is defined as Sunday 12pm – Saturday 6-8pm.

The rescue partner is asked to arrive promptly with all seven cats at 12:00 on Sunday. Load out is the following Saturday between 6:00-8:00. AniMall understands that life happens. However it is in the best interest of the rescue partner and AniMall if the cats arrive on time on Sunday and do not leave early on Saturday.

The Cat Shack has seven (7) two-story cat condos for holding one (1) cat each.

## RESCUES MUST PROVIDE THE FOLLOWING:

1. Signed Policy and Procedure form (includes vet release form that grants permission to AniMall staff to take sick animal to vet in the event that rescuer cannot be reached.)
2. Copies of vet records for all intakes.
3. A Condo Card for each intake with name, age and a picture of the intake. (Personality and temperament details are encouraged.)
4. Food for all intakes from that rescue. (Toys, treats, and grooming tools are not required, but if desired, must be provided by the rescue.) Please bring what the cat has been eating prior to intake at AniMall to prevent stress related loose stools.
5. Food MUST be marked with the cat's name in permanent marker. Food must be in original bag or plastic lidded container. Loose food is not permitted.

## Cat Shack Rules

1. Cats/kittens stay at AniMall for one week at the "Cat Shack." Rescuers may switch out intakes at any time within this week as long as they have notified AniMall staff via email or phone. [This is to safeguard against removal of intakes by fraudulent persons.]
2. Rescuers must agree to allow AniMall Staff and trained volunteers to pet, groom and handle intakes.

3. Rescues must agree to allow AniMall Staff and trained volunteers to take intakes out of condos for supervised interactions with interested adopters. AniMall staff will be trained to minimize handling of the animals for showing only to those persons who have demonstrated a serious and/or ongoing interest in adoption.
4. AniMall will continue to hold regular adoption events on weekends. If a rescue does not wish to have its intakes at AniMall during a dog adoption event then it is the responsibility of the rescue to remove the intakes for that duration.

Please complete Cat Shack agreement form (next page) and return via email to [info@animall.org](mailto:info@animall.org) or mail to:

AniMall Pet Adoption and Outreach Center  
1105 Walnut Street Suite 103,  
Cary NC 27511

Please reserve your Cat Shack time via above emails or phone:  
919.465.2500.

