

# CAT SHACK POLICIES & PROCEDURES MANUAL



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**AniMall Pet Adoption Center**

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919.465.2500

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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. For-profit, pet-related literature may be approved by the BOD, but shall not be given prominent display to the detriment of non-profit or educational material.

### 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 in the rescue's assigned file drawer.

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 reasonably 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.

#### 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 adoptive home. Exceptions are allowed for puppies and kittens, however, the Rescue Partner is required to ensure, through written documentation that spay/neuter is completed before 6 months of age. 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 Friday: 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 cat walls of the cat greeting room will be sprayed with disinfectant and floor swept, vacuumed and mopped.

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.)
- Fill out Cat log

##### Evening/Closing

- 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.)
- Fill out Cat log

### Exercise

Cats will be allowed to roam around enclosed cat room a minimum of 20 minutes each day for exercise. Cat play/exercise time will be performed & supervised by AniMall staff, AniMall volunteer or Rescue staff/volunteer.

### 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 [AniMall can make copies of vet records of all intakes on-site].

Weekly Use Fee for Cat Shack is: \$10

A week is defined as Monday 10am – Sunday 6pm.

The Cat Shack has seven (7) two-story cat condos for holding one cat each. However, multi-tenant capacity per condo of two or more cats/kittens is possible based on age, temperament and size. When reserving Cat Shack please disclose to AniMall the number of intakes you would like to bring and if any are suitable for multi-tenant arrangements.

### 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 and dishes for all intakes from that rescue. (Toys, treats, and grooming tools are not required, but if desired, must be provided by the rescue.)
5. Food and dishes MUST be marked with Rescues name in permanent marker. Food must be in original bag or plastic lidded container. Loose food is not permitted. If certain intake(s) require special food for health reasons this food must be labeled with Rescue name AND intake's name.

### Daily/Weekly Requirements

AniMall requires that Rescues/Shelters come to AniMall a minimum of once a day to provide socialization for their Cat Shack tenants. (M-F 10am-5:30, Sat. 10am-9pm, and Sunday Noon-6pm). If you wish to come during a time when AniMall is closed, please arrange to meet AniMall staff ahead of arranged time.

## Cat Shack Rules

1. Cats/kittens can stay a maximum of two weeks at the “Cat Shack.” Rescuers may switch out intakes at any time within these two weeks as long as they have notified AniMall staff via email or phone. [This is to safeguard against removal of intakes by fraudulent persons.]
2. Each condo will have a plastic storage unit for grooming tools and toys for that condo’s tenants. Grooming tools and toys will NOT be shared between condos to maintain safe, sanitary conditions for Cat Shack tenants.
3. Rescuers must agree to allow AniMall Staff and trained volunteers to pet, groom and handle intakes.
4. Rescues must agree to allow AniMall Staff and trained volunteers to take intakes out of condos for supervised interactions with interested adopters in the enclosed Cat Room. 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.
5. 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. AniMall will host dog events at the front of store to minimize stress to Cat Shack tenants.

Please complete Cat Shack agreement form (next page) and return via email to [impact@nc.rr.com](mailto:impact@nc.rr.com), [holly@animall.org](mailto:holly@animall.org) or mail to:

AniMall Pet Adoption Center  
1001 Airport Blvd, Suite 510,  
Morrisville, NC 27560

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

Cat Shack Agreement and Vet Release Form

Please read and sign this form. By signing this form your Rescue/Shelter agrees to abide by all rules in this policy and procedure manual for the CAT SHACK at AniMall Pet Adoption Center located at 1001 Airport Blvd, Suite 510, Morrisville, NC. A copy of this will be given to you for your records and the original will be kept on file at AniMall. It is the responsibility of the rescue/shelter to maintain a form with current contact information on file at AniMall.

Rescue/Shelter Name:

Your Name:                      Your number: (      )

Please provide two additional contacts for emergencies:

Name:                      Number: (      )

Name:                      Number: (      )

Vet Information for Rescue/Shelter:

Vet Name:                      Vet Number: (      )

Please check the following:

- I have read and understood all of the rules and requirements in this manual.
  
- As a representative of my rescue/shelter I agree to abide by the rules and requirements in this manual.
  
- I agree that in the event of an emergency and AniMall staff CANNOT reach any of the above contacts she or he may take the injured/sick intake of concern to a vet of his/her choosing. I also agree to not hold AniMall liable for any results occurring from these actions including vet fees and/or death of the animal in question. I agree to pay for any vet fees incurred by AniMall for my intake animals under the aforementioned conditions.

Name:                                      Date: 2007-07-20  
(Your typed name serves as your signature on this document.)