



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

### AGREEMENT FOR THE RELEASE OF ANIMALS TO ANIMAL WELFARE AGENCY

The following are the terms of the agreement between St. Tammany Parish Department of Animal Services (“Animal Services”) and \_\_\_\_\_ (“Animal Welfare Agency”)

Animal Services hereby agrees under the terms of this agreement to release animals specified on the Animal Release Record to the Animal Welfare Agency. A new release form shall be completed each time animals are released to the Animal Welfare Agency according to the terms of this agreement. In consideration for title and ownership of selected animals and for other good and valuable consideration, the Animal Welfare Agency agrees to accept receipt of the animal(s) listed on the Animal Release Record and to comply with the following terms.

1. The Animal Welfare Agency certifies that it is a non-profit organization and before any animal is released to the Animal Welfare Agency, the Animal Welfare Agency shall submit a copy of its 501c(3) designation, by-laws, or organizational charter to the Animal Services Director.
2. The Animal Welfare Agency agrees to provide the Animal Services Director with a current list of members’ names who may act as a representative on behalf of the Animal Welfare Agency. Prior to releasing any animal, the Animal Welfare Agency member shall identify himself or herself with current driver’s license.
3. The Animal Welfare Agency shall care for and maintain the animals as detailed in the attached Exhibit “A”.
4. The Animal Welfare Agency understands that all animals are available for adoption to the Animal Welfare Agency at the discretion of the Animal Services Director or his/her designee.
5. If the Animal Welfare Agency is considered a rehabilitator, the Animal Welfare Agency agrees to provide a copy of its state rehabilitator license to the Animal Services Director prior to the release of any animal.
6. If the animal is 6 months of age or older, the Animal Welfare Agency agrees to have the animal spayed or neutered by a licensed veterinarian within 30 days of receipt. If the animal is under 6 months of age, the Animal Welfare Agency agrees to have the animal spayed or neutered by a licensed veterinarian, when it reaches the age of 6 months.

7. If the animal is 3 months of age or older, the Animal Welfare Agency agrees to have the animal vaccinated for rabies. If the animal is under 3 months of age, the Animal Welfare Agency agrees to have the animal vaccinated for rabies when it reaches 3 months of age, but not older than 4 months of age.
8. If the animal is 6 weeks of age or older, the Animal Welfare Agency agrees to have the animal provided core vaccinations. If the animal is under 6 weeks of age, the Animal Welfare Agency agrees to have the animal provided core vaccinations when it reaches 6 weeks of age.
9. If a determination is made by a licensed veterinarian that the treatment of a sick or injured animal is not a viable option, the Animal Welfare Agency agrees to have the animal euthanized by a licensed veterinarian.
10. The Animal Welfare Agency agrees to return written documentation from an attending licensed veterinarian demonstrating compliance with the above said spay/neuter, rabies and core vaccination agreement within thirty (30) days of such action. This documentation shall be submitted to :

St. Tammany Parish Animal Services  
Attn: Director  
31078 Hwy 39  
Lacombe, LA 70445  
animalshelter@stpgov.org

The Animal Welfare Agency further agrees that failure to demonstrate compliance with the above said spay/neuter and rabies vaccinations agreement will result in the suspension of animals being released to the Animal Welfare Agency until such documentation has been received and approved by Animal Services.

11. The Animal Welfare Agency agrees to pay the appropriate fee and utilize Animal Services to microchip and provide core vaccinations to animals adopted by the Animal Welfare Agency. The fee may be waived if the Animal Welfare Agency microchips and provides the core vaccinations to the adopted animal under their own accord and if the microchip identification number and core vaccination information is provided to Animal Services within thirty (30) days of such action. The microchip identification number will become a record of Animal Services animal identification database. The data will be utilized to identify and reference as a point of contact the Animal Welfare Agency as the primary adopter.
12. Animal Services promotes communication that is respectful, honest, and direct. Understanding that there are different philosophies, opinions, and views, it is essential that Rescue professionals treat one another with respect and dignity and be accountable for a standard of transparency and disclosure. Animal Services embraces ethical communication and respectful public discussion and opposes efforts that encourage threats, hateful or derogatory language, and mistruths. These behaviors are unprofessional, divisive, and harmful to the collective mission and will cause this agreement to be immediately terminated with or without notice.
13. Animal Services may terminate this agreement at any time with or without cause by giving ten (10) days written notice to the Animal Welfare Agency.

### **Indemnity**

**The undersigned Animal Welfare Agency understands that there are serious risks of injury or death inherent with the care and custody of animals. Such risks include, but are not limited to, animal bites and other attacks on humans, animals, or property, as well as the transmission and proliferation of rabies and other diseases. St. Tammany Parish Government and/or Animal Services make no representations as to the health or nature of these animals, and the undersigned Animal Welfare Agency takes these animals on an “as is” basis.**

**In consideration for the conveyance of these animals to the undersigned Animal Welfare Agency, and for other good and valuable consideration, the undersigned Animal Welfare Agency does hereby, to the extent allowed by law, agree to waive all claims, release, indemnify, defend and hold harmless St. Tammany Parish Government and/or Animal Services and all of its officials, officer, agents, employees and volunteers, in both their public and private capacities, from any and all liability, claims, suites, demand, or causes of action, including all expenses of litigation and/or settlement which may arise by reason of injury to property or persons occasioned by the error, omission, or negligent act of the undersigned Animal Welfare Agency, its officer, agents, employees, volunteers or other persons, or arising out of or in connection with this agreement, or arising out of or in connection with any animal herein conveyed, and the undersigned Animal Welfare Agency will, at its own cost and expense, defend and protect St. Tammany Parish Government and/or Animal Services from any and all such claims and demands.**

**The undersigned agrees to and shall indemnify, defend and hold harmless St. Tammany Parish Government and/or Animal Services and all of its officials, officer, agents, employees and volunteers from and against any and all claims, losses, damages, caused of action, suits, and liability of every kind, including all expenses of litigation, court costs and attorney fees for injury to or death of any person or for damage to any property arising out of or in connection with this agreement or any and all activity pursuant to this agreement, including, but not limited to, injury suffered while on the premises of any St. Tammany Parish Government and/or Animal Services facility. Such indemnity shall apply whether or not the claims, suits, losses, damages, causes of action, or liability, arise in whole or in part from the negligence of St. Tammany Parish Government and/or Animal Services or any of its officers, officials, agents, employees and volunteers, whether said negligence is contractual, comparative negligence, concurrent negligence, gross negligence or any other form of negligence. It is the express intent of the parties that such indemnity is indemnity by the undersigned Animal Welfare Agency to indemnify and protect St. Tammany Parish Government and/or Animal Services from any and all liability, claims, suits, losses, damages or causes of action due to St. Tammany Parish Government and/or Animal Services own negligence, error or omission.**

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

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**Printed Name of Animal Welfare Agency President/Vice President/Owner**

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**Address** **City/State** **Zip Code**

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**Home Phone Number** **Work Phone Number**

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**Agency President/Vice President/Owner Signature**

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**Director of St. Tammany Parish Animal Services Signature**

**ANIMAL WELFARE AGENCY  
EXHIBIT "A"**

*Please provide the following information about your organization.*

1. **Name of Agency:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Please provide the following information regarding your Board Members:

**President's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Vice President's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Treasurer's/Secretary's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Board Member's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. How long has your organization been in existence? \_\_\_\_\_

4. What primary breed(s) of animal(s) does your organization rescue? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What is the "Mission" of your organization? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How many foster homes do you utilize? \_\_\_\_\_

7. Has your organization had to remove a foster home? And if so, why? \_\_\_\_\_

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8. How many remote adoptions does your organization sponsor annually? \_\_\_\_\_

9. Please provide a breakdown of the fees your organization charges. (i.e. fee amount and service provided).

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10. Please explain what your organization does with an animal once it is adopted from the St. Tammany Parish Animal Services Department.

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11. How long is an animal kept before the adoption process begins? \_\_\_\_\_

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12. What follow-up does your organization conduct with foster homes and what controls are in place to govern the activities of the foster home?

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13. Does your organization limit the intake and dispersal of animals to foster homes? And if so, why?

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14. Please provide a current list of members names and phone numbers who may act as a representative on behalf of your organization to adopt or pull animals: \_\_\_\_\_

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**PLEASE RETURN AGREEMENT TO:**

St. Tammany Parish Animal Services  
Attn: Director  
31078 Hwy 36  
Lacombe, La 70445

P- 985-809-0183  
F- 985-871-4507  
E- [animalshelter@stpgov.org](mailto:animalshelter@stpgov.org)