



Accessible Public Event – Information & Checklist

This checklist has been developed in order to assist private parties applying for a Special Event Permit for an event open to the public that will be held on Town property or right-of-way to comply with Federal and State laws regarding accessibility of the event to persons with disabilities. These laws are found in Title 24 of the California Building Code and in the federal Americans with Disabilities Act (ADA). Event organizers working on events that will require extensive accessibility accommodations are advised to retain professional accessibility consulting services to assist with design of an accessibility plan and the proper implementation of it.

Public Event Name/Description:

Event Location/Address: _____

Public Event Application Contact Person:

phone: _____ **e-mail:** _____

Date & Time of Event:

Public Event On-Site Contact Person (if known at this time):

phone: _____ **e-mail:** _____

This checklist is designed to assess compliance with “programmatic” accessibility standards, to ensure that events will be accessible not only to persons with physical disabilities, but to people with sensory, cognitive, and other disabilities, as well. It is also intended to ensure that potential event locations and facilities comply with “physical” accessibility standards. Words or phrases that are underlined are technical terms defined in the Accessible Public Event Definitions section of this document.

A. Notice: YES NO N/A

1. All notices and announcements for the event, if open to the general public, shall include accessibility information, including but not limited to how to ensure availability of assistive listening devices (ALD's).
2. All notices and announcements for the event or meeting provide a name and phone number of the person to contact to request disability-related accommodations.

B. Communication Access: YES NO N/A

1. If a microphone is provided for public participation, the microphone cable is long enough to serve accessible seating areas or a wireless microphone unit is provided.
2. Film or video materials presented at the event are captioned.
3. Event-wide printed materials (e.g. programs, site maps) in alternative formats are available upon request. This generally requires an electronic version of any materials on the sponsor's website. Large print paper copies (18 point) are recommended for availability upon request at the event entrance.

C. Getting to the Event: YES NO N/A

1. At least one accessible parking space is provided for every 25 spaces of parking for the vent up to 100 spaces. For parking areas or lots with more than 100 spaces, consult with the Building Official for the correct number of required accessible parking spaces to provide. Ensure that the first space provided is a van-accessible space.
2. An accessible route on an accessible surface exists from the accessible parking and/or the street to the event and all event activities.
3. All public events should have directional signage identifying accessible routes of travel throughout the event that directs the public to the accessible entrances, accessible restrooms, accessible parking, and participation areas.

D. Transportation: YES NO N/A

- If the event sponsor provides transportation, wheelchair-accessible vehicles must also be available and advertised as available to the public.

E. Amenities: YES NO N/A

1. Accessible restrooms are available within 200 feet of the event location. If permanent accessible restrooms are not available within this distance, then accessible portable toilets and sinks shall be provided at the event.
2. Accessible drinking fountains are available (if drinking fountains provided).
3. Accessible telephones are available (if telephones are provided).

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4. **Accessible exhibit materials, such as art displays or other exhibits, are positioned to provide an accessible route and to not be a hazard to people who are blind or have visual disabilities.**

5. If food or beverages are provided, the service is located on an accessible route. Self-service items are reachable from a seated position with accessible operating mechanisms.

F. Seating: YES NO N/A

1. If seating is provided, wheelchair and companion seating is provided in the required seating location and at the required seating ratio.

2. If tables are to be used as part of the participatory process at the event, accessible tables are required to accommodate the required seating ratio.

3. Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see an interpreter/captioner or lip read.

G. Event Set-up: YES NO N/A

1. If a stage or raised dais is provided for use by other than paid entertainers, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift.

2. If a dais is provided for the public, an accessible dais is also provided.

3. Fencing or other crowd control barriers are placed so as to provide an accessible route.

4. Events held on grass-covered surfaces or other non-hardscaped surfaces must have accessible matting or other suitable materials along all accessible routes of travel.

NOTES:

Accessible Public Event Definitions (in alphabetical order)

Accessibility information – Meeting or Event Notice shall include information on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and contact information to make accommodation requests.

Accessible dais – A fixed or mobile public speaking location that includes a table or podium that is no higher than 34" on which a microphone can be placed.

Accessible drinking fountains – Drinking fountain with the bubbler no higher than 36" with knee clearance underneath that is 27" high x 18" minimum deep.

Accessible exhibit materials – Alternatives that provide equivalent exhibit information for people with sensory disabilities in a manner appropriate to the program material. Examples include but are not limited to:

1. Titles of work and narrative using large 14 point san serif fonts on a high-contrast background
2. Taped audio descriptions of photographs/artwork
3. Tactile replicas of art objects
4. Captioning of video or film presentations
5. Trained staff available to provide descriptions or tours

Accessible parking – parking which is set aside for exclusive use by people with disabilities, located near the accessible entrance to the facility. Note: temporary accessible spaces can be created using temporary signs and cones, provided that dimensional requirements are met.

Accessible portable toilets and sinks – Toilets and sinks that meet state and federal requirements for accessibility. If only one unit is to be provided, it must be accessible. When multiple units are provided, a minimum of one-unit with 10% of the total units provided shall be accessible. Accessible toilets and sinks shall be disbursed among the various locations and located on a level area, along an accessible route with an accessible surface. At each location there should be at least one accessible toilet and sink available. **Please note: this information is provided for situations in which the general public will be using portable toilets. A portable, accessible toilet is NEVER equivalent access if the general public is using indoor toilets.**

Accessible restrooms – Restrooms that are located on an accessible route and contain accessible features including grab bars in bathroom stalls, wide bathroom stalls, etc.

Accessible route – A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

Accessible surface – Firm, stable and slip resistant surfaces, such as concrete, asphalt, wood, carpet, etc. Grass, wood chips and sand are not accessible surfaces.

Accessible tables – A table providing knee space that is a minimum of 27" high, 30" wide and 19" deep knee space with the tabletop no higher than 34".

Accessible Telephones – *Telephones that are located on an accessible route, mounted at 48” from the floor to the coin slot and have volume controls.*

Assistive Listening Device – *A device that takes a signal from a microphone or public address system and sends it to a personal amplification system. Assistive Listening Devices (ALD’s) can be procured through companies who provide public address systems.*

Directional Signage – *Include the International Symbol of Accessibility (ISA) with the directional signage.*

Hazards to blind or visually impaired participants – *Pedestrian and participant areas shall be clear of objects (including plant branches and public art) which overhang less than 80” from the floor surface, or wall, and post mounted or freestanding objects that protrude 4” or more between 27” and 80” above the floor or ground.*

Participation Areas – *Those areas of a building, facility, or event where people participate in activities, such as individual and team sporting events, swimming, carnival games, hiking, bird watching, and other similar activities.*

Portable wheelchair lift – *A lift that is not built into the structure but can be available for a specific event.*

Seating location - *Accessible seating must be situated so those individuals who cannot stand can view the meeting or event over seated or standing participants. Seating for persons who are deaf must be provided in a location near the stage/presentation area with direct view to the stage/presentation location of sign language interpreters.*

Seating ratio – *The number of accessible seats in relation to the number of seats provided as follows:*

- 1 to 25=1 seat*
- 26 to 50=2 seats*
- 51 to 300=4 seats*
- 301 to 500=6 seats*
- over 500=6 plus one additional space for each increase of 100 seats*

Van-accessible Space – *A parking space*

Wheelchair-accessible vehicle – *A private- or public-use passenger vehicle that has been modified to accommodate one or more wheelchair users.*

Wheelchair and companion seating – *Seating for wheelchair users and adjacent seating for individuals accompanying wheelchair users.*