

Salt Lake City Accessible Public Event Checklist

Ensuring that events are accessible, in policies, the built environment and communication, to everyone in our community is an important part of event planning. Not only is it required by the Americans with Disabilities Act (ADA) it also creates a more successful event. Our goal is to create independent, integrated access for all.

All events open to the public should be physically and programmatically accessible to people with disabilities. This checklist has been developed to assist you, the organizer, in ensuring that your event is accessible.

A list of helpful accessibility terms is provided in the Appendix, under “Definitions”.

Notes:

- This checklist does not replace the Accessible Events Application. You must still fill out the Accessible Events Application to receive your Special Events Permit.
- Items listed bold are minimum requirements. Please do not consider holding a public event without these in place. Other items listed are strongly recommended for an accessible and inclusive event.
- All signage may be created by your organization and should include the international symbol of accessibility. It is best to use this symbol rather than ADA because not all people know what the ADA is.

A Note About Modifying Policies and Procedures

You may need to modify your policies and procedures to make sure you do not discriminate against persons with disabilities. For example, food vendors may have to leave their booths briefly to assist someone with limited hand dexterity in exchanging their money.

You also may need to modify your policies regarding service animals. A service animal is a dog (or, in some cases, a miniature horse) that assists a person with a disability in performing one or more tasks related to their disability. Many temporary events have a “no pets” policy. However, a service animal is not a pet and must be allowed into any part of the event that its handler is allowed to attend. Event staff may only ask two questions of a service animal handler:

- 1) is this a service animal that is needed for the person’s disability; and
- 2) what task(s) is the animal trained to perform?

Service animals must be housebroken and under the control of their handler at all times.

The information in this checklist is from the 2015 [ADA National Network’s Planning Guide](#) and is not for legal reference.

Event Staff/Volunteers	YES	NO	N/A
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|---|--------------------------|--------------------------|--------------------------|
| 1. An Accessibility Coordinator has been designated for the event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Staff and volunteers with knowledge about communicating with people with various disabilities have been identified. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. All staff and volunteers (and vendors) have received information or training on disability etiquette, including how to interact with people using service animals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notices & Communications	YES	NO	N/A
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| 1. Contact information (name and phone number) for the Accessibility Coordinator has been designated for the event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All notices and announcements for the event include information on how to contact the event Accessibility Coordinator to request accommodations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. All notices and announcements for the event include accessibility information (See Appendix B). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The event has been publicized in a variety of formats, utilizing graphics, text, audio, and video (with captions). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Communication Access	YES	NO	N/A
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| 1. All requested interpreters and translators have been scheduled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. People needing modifications or assistive technology know how to access upon arrival to the event (may include signage). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Printed materials are available upon request, in alternate formats. Large print copies (18 point font) recommended. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Getting to the Event:	YES	NO	N/A
1. An accessible route exists from the street to the event and all event activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. People with disabilities can obtain information and directions prior to the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The event is held in a physically accessible location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There is signage indicating the direction or location of the event from public transit, parking areas, and drop off areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accessible Route	YES	NO	N/A
1. There is at least one accessible route throughout this event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. There is signage indicating the direction or location of accessible entrances and gates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The accessible route does not have stairs along the pathway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Elevation changes on the accessible route greater than ¼ inch vertical or ½ inch beveled are ramped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The accessible route within the event is at least 36 inches wide and sidewalks are at least 48 inches wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All event activities are connected to the accessible route.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. In the case of inaccessible areas or obstructions (i.e., stairs) in a common circulation path, signage is posted indicating the direction of an accessible route.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. All cords, hoses, fencing, or other items are ramped or have signage posted indicating the direction to an accessible route.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parking:	YES	NO	N/A
1. If parking <i>is provided</i> for the event ADA Reserved Parking stalls are located on the closest accessible route.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If parking <i>is provided</i> one in every six ADA stalls must be Van Accessible with signage. (See Appendix C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If parking <i>is not provided</i> , a “Passenger Loading Zone” (aka “Drop Off Zone”) is required, identified by signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Any existing ADA parking stalls that are disrupted by the event are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All ADA parking stalls are connected to an accessible route to the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6. **There is signage indicating the direction or location of accessible parking spaces if parking is provided.**

Transportation:

 YES NO N/A

1. If the event itself includes transportation, wheelchair accessible vehicles are also available and advertised as available to the public.
2. The event is located close to accessible public transportation.
3. An accessible route is provided from the public transportation stop to the event entrance.

Amenities:

 YES NO N/A

1. **If portable toilets are provided, at least 1 accessible toilet is in each grouping.** (See Appendix D)
2. Accessible restrooms are available (if restrooms are provided).
3. **All sales/service counters do not exceed a height of 36 inches (or alternate tables are provided in any instance of a table or counter exceeding 36 inches).**
4. Accessible drinking fountains are available (if drinking fountains provided).
5. Art displays or exhibits are positioned to provide an accessible route and to not be a hazard to people who are blind or have visual disabilities.

Seating:**YES NO N/A**

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|---|--------------------------|--------------------------|--------------------------|
| 1. If seating is provided, wheelchair and companion seating available with a view of the event that is equal to, or better than, the average view (with signage). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner, or lip read. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Signs are provided indicating the accessible seating areas for both wheelchair users and deaf and hard of hearing participants. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Resources:**Salt Lake City ADA Coordinator**

801-535-7739

ada@slcgov.com**Rocky Mountain ADA Center (Utah's Regional ADA Technical Assistance Center)**

800-949-4232

www.rockymountainada.org**Disability Law Center (Utah's Protection & Advocacy Agency)**

800-662-9080

<https://disabilitylawcenter.org/>**Utah Independent Living Center**

801-466-5565

<https://uilc.org/en/>**U.S. Department of Justice ADA Website**www.ada.gov**U.S. Access Board**www.access-board.gov

Appendix A: Accessible Public Event Definitions

Accessibility Coordinator— An effective strategy for managing accessibility efforts is to designate an “accessibility coordinator” to oversee all phases of the event, from planning to completion. This role is especially important for larger events where many diverse elements must be managed.

Accessible performance areas-- Speakers or performers with disabilities may need modifications to stages or performing areas. High stages are more difficult to make accessible. It is generally not acceptable or safe to carry a person with a disability up steps. If the stage is very high, portable lifts may be rented. Where an existing ramp is steeper than specified in the ADA Standards and cannot be modified, people traversing the ramp should be assisted by several competent trained individuals to prevent falls and mishaps. Presenters with hearing, speech, or vision disabilities usually can help you decide if aids or services are needed to get their message across or interact with the audience.

Accessible podium – 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 17” minimum deep. A side approach may generally be acceptable as long as the operable parts are located within an applicable reach range and a clear floor space is provided at the station.

Accessible exhibit materials – Printed materials should be easily created at request and an electronic document should be ready to be sent to a pre-identified printer. 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 sans 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 surface – Firm, stable and slip-resistant surfaces, such as concrete, asphalt, wood, carpet, etc. Grass, wood chips, gravel and sand are not accessible surfaces.

Accessible parking – Parking which is set aside for exclusive use by people with disabilities, located near the accessible entrance to the facility. Avoid excessive slopes and include an access aisle at each accessible parking space, access aisle can be shared between 2 parking spaces. **Note:** Temporary accessible spaces can be created using 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. Acceptable toilet manufacturers include but are not limited to Satellite and L&L Manufacturing. If one unit is to be provided, it must be accessible. When multiple units are provided, a minimum of one-unit with 5% of the total units provided shall be accessible. Accessible toilets and sinks

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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.

Note: This information is provided for situations in which the public will be using portable toilets. **A portable, accessible toilet is NEVER equivalent access if the 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 tables – A table providing knee space that is a minimum of 27” high, 30” wide and 17” deep knee space with the tabletop no higher than 34”.

Assistive Listening Device – A device that takes a signal from a microphone or public address system and sends it to a personal amplification system.

Auxiliary Aids and Services—Some examples of auxiliary aids and services are large print material, Braille material, assistive listening systems, qualified sign language interpreters, telecommunication devices for the deaf, open/closed captioning, handwritten notes, and audio tapes.

Effective Communication— Anything that is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities.

Hazards to blind or low vision participants – Pedestrian and participant areas must be free of any objects that protrude from walls and posts or hang from ceilings (including plant branches and public art). A wall-mounted object must not protrude more than four inches unless its bottom edge is detectable by a person with a visual disability using a long cane for navigation. The bottom of the protruding object must be no more than 27 inches above the floor, otherwise it must be mounted above 80 inches. Any standing object that protrudes more than 12 inches from its base requires an element at or below 27 inches so that it is detectable with a walking cane. Vertical headroom must always be at least 80 inches where a circulation path passes under an object or overhanging feature.

Portable wheelchair lift – A platform lift that is not built into the structure but can be available to convey a person sitting in their wheelchair.

Seating location - Accessible seating must be situated so those individuals who cannot stand have a direct line of sight to 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:

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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

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

Appendix B: Sample Accessible Event Notice

Event notices or communications shall include information on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and information on whom to contact to make accommodation requests. Please see the sample wording below.

Accessible Event Information

The [event name] is accessible to persons using wheelchairs or other mobility devices and others with disabilities. For any ADA reasonable modifications contact [Accessibility Coordinator name] at [phone number]. Providing at least 72 hours' notice (or one week notice for American Sign Language interpreters) will help to ensure availability.

Appendix C: Accessible Parking Spaces Required

At a minimum, there should never be fewer accessible parking spaces than specified in the ADA Standards (Table 1). Of these, **at least one in every six** accessible parking spaces must be “van accessible.” Van spaces, to be usable, must be wider than those designed for cars. An accessible car parking space and access aisle width should be 156” minimum and an accessible van parking space and access aisle width should be 192”.

Table 1: Number of Accessible Parking spaces as Specified in the ADA Standards

Total parking spots in lot	Minimum number of accessible spaces required*
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

***Note that one of every six accessible spaces, or fraction of six, must be van accessible. For example, if eight accessible spaces are required, two of those eight spaces must be van accessible.**

Appendix D: Accessible Portable Toilets

If portable toilets are provided for use by event participants, a minimum of **five percent** of all units, but never less than one unit, must be accessible. Where clusters of portable units are provided at various locations around the event site, five percent (or at least one unit) of the units in each cluster should be accessible.

20+ Units in Each Grouping

1-20	1 accessible toilet
20-40	2 accessible toilets
41-60	3 accessible toilets
61-80	4 accessible toilets

If portable toilet groupings have less than 20 units per grouping, each grouping must have at least 1 accessible unit.

They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Note: manufacturer claims of “ADA Compliant” are not verified and may not actually be compliant. Always verify independently when approaching an unfamiliar supplier.

Accessible portable toilet units must be positioned on a level area that connects with an accessible route and have adequate space just outside the entrance door for people in wheelchairs to maneuver into position to open the door and enter. On steeply sloping sites, a temporary platform may be needed to provide this level area.

The door threshold must be accessible. Outdoor surfaces are often uneven and may require a small bevel to level out the transition between the ground surface and door threshold. Units can be placed on or adjacent to parking lots or other paved surfaces.