

ADA COMPLIANCE SPECIAL EVENT APPLICATION AND AWARENESS MATERIAL

Special events on city property are required to meet the American with Disabilities Act (ADA) standards for accessibility. Signing this application indicates that you have been made aware of the ADA requirements and agree to provide a barrier-free event. **Submit this application and an event layout map to the ADA Coordinator in the Mayor's Office:**

ADA Coordinator
Michael Stott

Phone: (801) 535-7976
TTY: (801) 535-6021

Method #1: e-mail
michael.stott@slcgov.com

Method #2: fax
(801) 535-6331

Method #3: mail
451 South State Street, Room 306
PO Box 145474
Salt Lake City, Utah 84114-5474

For questions or to request this application in an alternate format, contact the ADA Coordinator.

Event Information

1. Event Name	5. Event Dates	
2. Hosted By (Organization)	6. Date Set-Up Begins	7. Date Take-Down Ends
3. Event Location		
4. Event Description		

Organizer Information

8. Name	11. Desk Phone
9. Email	12. Cell Phone
10. Address	

ADA Requirement for City-Sponsored Events and Events Open to the Public on City Property

All City sponsored workshops, conferences, hearings, events or any other activities related to the government of Salt Lake City must be accessible to people with disabilities. All workshops, conferences, hearings, events or any other activities that are open to the public (whether for free or for profit) and are held on City property must be accessible to people with disabilities.

Request for Accommodation Notice

This required notice is a written invitation for people with disabilities to contact an event representative to request that a special accommodation be made to allow a person an equal opportunity to experience the event and its associated areas, activities, and information (printed, audio-visual, tactile, etc.). Failure to provide reasonable accommodations is discrimination. Accommodations include but are not limited to sign language interpreters, assistive listening devices, materials in large print or converted to audio, and solutions that allow people with mobility disabilities to participate in all activities and presentations. The expense for accommodations is to be covered by the hosting organization. The following accommodation notice must be included on all print material for the event including programs, flyers, and websites:

“For an ADA accommodation, contact (insert contact person’s name) at (insert phone number).”

13. I will include this required accommodation notice on all print material for the event including programs, flyers, and websites. The contact person for accommodations is _____ and the phone number is _____.	initial here
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Accessible Routes & Barriers

Your event may impose barriers that limit where a person with a disability can travel. There are three main categories to consider regarding barriers: (1) Public pedestrian right-of-ways around and through your event. These are mainly sidewalks along streets and sidewalks leading to the accessible entrances of public facilities during open hours. (2) An accessible route from the parking and loading/unloading zones to the event entrance. (3) Accessible routes within the event. Potential barriers in any of these three categories may include tables, tents, stages, power cords, decorations, or a variety of other equipment. You will need to focus mainly on sidewalks. However, you may also need to consider crosswalks, parking areas, and streets.

When your event imposes barriers of any size on sidewalks, routes from one sidewalk to another, or routes from sidewalks to public buildings, you will need to take action. Barriers include elevation changes of more than ¼ inch vertical or ½ inch beveled. Each barrier must either be overcome through temporary ramps or alternate paths of travel called “accessible routes” must be designated with signs (ramps and signs are often rented). When ramps are used over power cords or hoses, the existing route can remain accessible. Other barriers may require the designation of accessible routes. When an existing path of travel is blocked, the alternate path of travel (the accessible route) is typically a nearby sidewalk that can ultimately lead to the same location as the blocked sidewalk. Accessible routes have the following requirements:

- the surface should not have elevation changes greater than ¼ inch vertical or ½ inch beveled
- required widths: public pedestrian right-of-ways must be at least 48 inches wide; accessible routes within the event must be at least 36 inches wide
- required height clearance: accessible routes shall have no protrusions up to a height of 80 inches
- the route must be designated using signs with the international symbol for accessibility, including directional arrows, at a minimum height of 60 inches

To identify barriers, imagine traveling on all of the sidewalks in and near your event. Will any part of your event create an obstruction on a sidewalk that was not there before? Are paths from sidewalks to the accessible entrances of public facilities blocked by any barriers? If yes, the barriers must either be overcome by temporary ramps or you must designate one or more accessible routes with signs.

14. The event will obstruct the public right-of-way with barriers at the following locations (include locations where power cords, tables, tents, stages, etc, will cross sidewalks or routes from one sidewalk to another; put “none” if none): _____ I will provide signage designating the alternate path of travel at each new obstruction and/or overcome the obstruction (power cords, etc) with ramps.	initial here
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Accessibility of Event Features

All of the features of your event should be accessible. Ask yourself: Within the event, can a person who uses a wheelchair or other mobility disability access all of the features and activities within the event including accessible portable toilets, stages, information booths, sales counters, games, and activities? If not, the event may be discriminating against people with mobility disabilities. Note that grass is not considered accessible. As much as possible, orient event features and activities near paved areas such as sidewalks.

15. I have reviewed the event plan and find all event features including toilets, stages, booths, counters, and activities to be accessible. Features and activities will be oriented near paved areas as much as possible.	initial here
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Sales or Service Counters

If sales or service counters are used for your event, counters with a maximum height of 36 inches from the ground must be provided. Keep this in mind when renting tables and when inviting vendors who bring their own counters. If vendors have trailers with tall built-in counters, they must provide an alternative accessible sales/service space next to the counter that is not higher than 36 inches.

16. Check one: (a) ___ Sales or service counters <u>will</u> be used. Counters with a maximum height of 36 inches will be provided. (b) ___ Sales or service counters <u>will not</u> be used.	initial here
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Seating

If seating is provided, accessible seating and companion seating are required. Accessible seating is a special seating arrangement where a person with a disability can be a part of the audience. It must have space for wheelchairs but may accommodate other types of mobility disabilities that require special seating. Companion seats are regular seats next to the accessible seating reserved for the companions of people who use the accessible seating. Accessible seating areas should provide a view of the event that is equal to or better than the average view. They should not be far to one side or at the very back. The accessible seating should be on either a fixed or temporary hard surface. Grass is not considered accessible. Accessible seating must be identified using the international symbol for accessibility at a minimum height of 60" from the finished floor or ground.

17. Check one: (a) ___ Seating <u>will</u> be provided. Accessible seating with companion seating will be provided. The accessible seating will be on a hard surface with a view of the event that is equal to or better than the average view and will be identified with signage. (b) ___ Seating <u>will not</u> be provided.	initial here
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Portable Toilets

If portable toilets are provided, they are required to be accessible *from* a paved area and located on a level surface not to exceed a 2% cross-slope in any direction. The total numbers of portable toilets for the event determines the number of accessible portable toilets required. This number is at least 5% percent of the total but not less than one for each location. If a single unit is placed, it is required to be accessible. As a result, the placement of single units will increase the required number of accessible portable toilets for your event. An accessible route to the portable toilet is required. Accessible portable toilets are required to be identified with using the international symbol of accessibility.

18. Complete one: (a) Portable toilets <u>will</u> be provided. The total number of portable toilets will be _____. The number of locations of toilets will be _____. The number of accessible portable toilets accessible from a paved area will be _____. (b) ___ Portable toilets <u>will not</u> be provided.	initial here
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Parking

If parking is provided for an event, accessible parking is required. You must have at least 1 accessible stall in every 25 total stalls. In addition, at least 1 in 8 of those accessible stalls must be van accessible. (A regular accessible parking stall plus access isle—for getting out and into the vehicle—should be 13 feet in total width whereas a van accessible parking stall plus access isle should be 16 feet in width.) Example: If the total number of spaces provided is 220, then the number of accessible spaces must be $220/25=8.8$ which means you need 9 (round up), and of those 9 the number that must be van accessible stalls must be $9/8=1.125$ which means 2 (round up). Accessible parking must be as close as possible to the event entrance. The distance of the parking from the event may also require a means of transporting people with disabilities. If no parking is provided for an event, an accessible passenger loading and unloading zone is required. Accessible parking and passenger loading and unloading zones

are required to be identified using the international symbol for accessibility. These signs are to be mounted at a minimum of 60” from the finished floor or ground.

<p>19. <u>Complete one:</u> (a) ___ Parking <u>is</u> provided for this event. The total number of spaces will be _____. The number of <u>accessible spaces</u> will be _____ (must be at least 1 in every 25). The number of accessible spaces that will be <u>van accessible</u> will be _____ (must be at least 1 in every 8 of the total accessible stalls). (b) ___ Parking <u>is not</u> provided for this event. The accessible passenger loading and unloading zone will be located at _____ and will be identified using the international symbol for accessibility.</p>	<p>initial here</p>
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If parking for a public facility is displaced for the event *including during set-up and take-down*, arrangements must be made with building officials to displace the parking to a location that is as close to the public facility as possible. On Washington Square, when the east driveway is blocked during business hours, displaced accessible parking arrangements must be made.

<p>20. Public accessible parking located at _____ will be displaced for this event from _____ (date/time) to _____ (date/time). I have made arrangements with the following building official to displace the parking: _____.</p>	<p>initial here</p>
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Accessibility of City Buildings During Regular Business Hours

City buildings must be accessible *during regular business hours*. Take care during your event and particularly during set-up and take-down to maintain an accessible path of travel during those business hours. The accessible entrance to the building must not be blocked by fencing, tents, trucks, garbage bins, cords, or anything that prevents a person who uses a wheelchair from using that entrance. There must be at least one clear path of travel from the street to the accessible entrance. If the path of travel is unclear (e.g., turns are required), use signage with the international symbol of accessibility to point the way. City buildings must be accessible at a minimum, Monday through Friday from 8:00 am to 5:00 pm. The City & County building must also be accessible all day Tuesday until 10:00 pm. Additional requests may be made by city officials.

<p>21. Accessible routes and entrances to city buildings will be maintained during business hours (Mon-Fri, 8am-5pm, Tues to 10pm at City & County Building) throughout the duration of the event including set-up and take-down.</p>	<p>initial here</p>
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<p>Event Organizer Signature</p>	<p>Date</p>
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Submit (1) this application and (2) an event layout map with all elements (ex: parking, portable toilets, ramps, seating, accessible path of travel, etc.) to the ADA Coordinator in the Mayor’s Office using one of the three methods on page one.

FOR OFFICE USE:

<p>ADA Approval Signature</p>	<p>Date</p>
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<p>Findings & Resolutions:</p>
