

# Special Event Accessibility Planning

For equal opportunity enjoyment for all individuals, all events must meet the legal requirements outlined in the American with Disabilities Act (ADA) and its amendments. The ADA is a federal civil rights law designed to prevent discrimination and enable individuals with disabilities to participate fully in all aspects of society. The ADA applies to temporary and permanent services, programs or activities.

Planning is the key to an accessible event. The following information is provided to assist in the planning of a special event to ensure that the event is accessible to all participants. These are general guidelines. Depending on the event, there may be additional requirements.

In addition, to help with planning an accessible event, the City ADA Coordinator's Office has copies of *Accessible Temporary Events, a Planning Guide*, available for your use. Feel free to contact the City ADA Coordinator's Office to request a copy of the guide or to request additional information ([cmoran@siouxfalls.org](mailto:cmoran@siouxfalls.org) or 367-8745).

Please note: The ADA Coordinator will meet with your group to address any ADA questions, issues, or concerns. In addition, if requested, the ADA coordinator will complete a courtesy visit prior to the event.

Contact: Colleen Moran ([cmoran@siouxfalls.org](mailto:cmoran@siouxfalls.org) or 367-8745)

# Special Event Accessibility Awareness Information

**Making an Event Accessible:** At the event, people with disabilities should be able to:

- Arrive at the event by private automobile, taxi, public transportation
- Find and use accessible parking
- Get to entrances from the parking area
- Move around the site as needed to attend and participate in all activities and functions
- Use public restrooms, telephones, water fountains, shelters
- Have access to first aid

(Meeting all of these does not necessarily mean the event meets all ADA regulations; the ADA Standards for Accessible Design (available at the City ADA Coordinator's Office) provides guidance on making events completely accessible. Please contact Colleen Moran for additional information.)

## **Marketing and Promotional Materials**

- Should be available in a variety of formats
- Provide statements regarding access
  - e.g. This event is accessible to all
- Should be accompanied by symbols of accessibility when the event is fully accessible
- Print materials should be in typefaces that are large, high contrast and easy to read (at least key concepts, dates, and contact information)
- List designated person to answer access questions
- Must include request for accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number
  - Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices

## **Preparing Staff and Volunteers**

- Need to have a basic awareness of, and sensibility to, disability issues
- Avoid being overly anxious or overly protective
- Need to know the location and availability of accessible features (restrooms, ramps, interpreters, etc.)

## **Coaching Vendors**

- If existing designs cannot be modified to be accessible, then the method of providing the service must be altered.
- Work with vendors to ensure that people with disabilities will have comparable access to food, drinks, merchandise, or services offered
- Vendors should be advised to offer additional assistance, so that people with disabilities can participate equally
  - e.g. taking items to an interested individual from an inaccessible area

## **Parking**

- If parking is provided for an event, accessible parking is required
- If no parking is provided for an event, an accessible 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, which should be mounted for maximum visibility
- Accessible Parking Spaces requirements:

Total in lot	Minimum Accessible
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% of total
1001 to over	20 + 1 for each 100 over 1000

1 in every 8, but never less than one, must be van accessible

- Each accessible parking space should be clearly marked, and those that have wider aisles for vans should be designated as “van accessible”
- Signs need to give clear directions as to the location of accessible parking
- Path of travel in the parking area must remain clear

### **Passenger Loading Zones**

- If shuttles are being run, or passengers are being dropped off by other drivers, accessible spaces must be provided
- Defined area where people can be dropped off and picked up outside the flow of traffic

### **Signage**

- Need to direct the public to the locations of accessible parking spaces, passenger drop-off points and transit stops
- Need to direct to entries/gates
- Signs should include the international symbol of accessibility, with easy-to-read type-faces, and large enough to be read at a distance
- Provided in highly contrasting colors, such as white on black or black on white
- Placed so that pedestrian flow will not obstruct its visibility

### **Barricades**

- If barricades are used, need to have at least a 32-inch opening for wheelchair access

**Accessible Route:** single, continuous, accessible pedestrian path.

- Required from the accessible parking, and from the passenger loading and unloading to the entrance
- Level as possible
- No low or overhanging hazards or obstructions
- At least 36" wide (except in doors or short passageways, where route may be reduced to 32 inches in width for a max distance of 24 inches)
- Minimum 80" vertical clearance for headroom along the entire length
- Stable, firm, slip-resistant surfaces
- Free of stairs
- Temporary ramps that do not exceed a 8.33% grade may be required to provide an accessible route
- Curb ramps must be clear of any obstructions, including concessions, portable toilets, trashcans, vendors, barriers, etc., at all times
- Five-foot circle or t-shape for turning a wheelchair completely at dead-ends, corners, turns and in front of booths and counters

(Suggestion: walk the site and lay out the accessible route, which participants with disabilities will likely use—which should be the same as the rest of the participants and not require them to travel unusually long distances to reach a destination)

### **Barriers**

- All cords, wires, hoses, etc., located within a path of travel must be ramped or placed within a cord cover (if tape is used, colored tape is required)
- Must be detectable by persons using a white cane (no more than 27 inches from the surface), and must be highly visible

### **Service Animals**

- Must be allowed to accompany their owners at all times, cannot be excluded
- Dogs only (exception is miniature horses)

### **Effective Communication/Communication Access**

- Communication barriers must be removed if possible
- Need to determine if it is necessary to have qualified sign language interpreters or other auxiliary aids and services (e.g. large-print material, braille, recordings)
  - Should be provided in response to individual request, unless to do so would result in undue financial and administrative burdens

### **Sales/ Service Counters/Eating Areas/Concessions**

- Portion of counter spaces must be maximum of 34” high and 36” wide
- 5% of all tables in eating areas must be accessible
- All concession and vendor booths shall be placed on an appropriate firm surface to adequately allow use by people with disabilities

### **Minimum Space for a Wheelchair**

- Clear floor space: 30 inches wide by 48 inches long is the minimum floor area needed to accommodate an adult seated in an average-size wheelchair
- Pivoting turn space: 60 inches in diameter

### **Portable Toilet Units**

- Minimum of 5%, but never less than 1 unit must be accessible
- If in a cluster, at least one in the cluster must be accessible
- If not all units are accessible, the international symbol for accessibility must be posted on the units that are
- Positioned on a level area (not to exceed a 2% cross-slope in any direction) that connects with an accessible route with adequate space outside the entrance door for people in wheelchairs to maneuver into position to open the door and enter (48" clear path of travel to access the toilet entrance)
- Hand washing facilities must also be accessible

### **Seating**

- If seating is provided, accessible seating and companion seating are required
- Accessible and companion seating must be identified using the international symbol for accessibility

### **Public Staging Areas**

- Includes stages, trailers, tents, hands-on displays, etc.
- Must have appropriate ramping for access, with the least degree of slope possible (maximum allowable slope is 1:12)

For more information, or to request this form in an alternate format, contact Colleen Moran, ADA Coordinator, City of Sioux Falls, at (605) 367-8745 (phone), (605) 367-8858, or at [cmoran@siouxfalls.org](mailto:cmoran@siouxfalls.org).

# Special Events Accessibility Plan Check List

(Remember these are general requirements, there may be additional requirements)

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1. Have you provided a Request for Accommodation Statement within all marketing materials?  Yes  No
2. Is there a plan in place to provide sign language interpreters, assistive listening devices, braille, or other alternative formats, if needed?  Yes  No
3. Have staff, volunteers or others been trained on appropriate ways to assist people with disabilities?  Yes  No
4. Are all food and beverage vendors located on an accessible path of travel?  Yes  No
5. Are all sales counters at a height of 34" or less and cane detectable?  Yes  No
6. Are 5% of all tables in the eating area accessible?  Yes  No
7. Are all displays and/or exhibits located on an accessible path of travel?  Yes  No
8. Is there a minimum 5' turning space in front, or inside, of an exhibit area?  Yes  No
9. If seating is provided to the general public, are there varied seating choices for people who use wheelchairs or other mobility equipment?  Yes  No
10. Is companion seating available next to the space for the person using the mobility

equipment? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Is proper signage in place identifying the accessible path, toilets, parking, and seating accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

12. Are there a minimum of 5%, but not less than 1, accessible portable toilet units? \_\_\_\_\_ Yes \_\_\_\_\_ No

13. Are all cords, wires, hoses, etc., that are located within a path of travel ramped or placed within a cord cover (if tape is used, colored tape is required)? \_\_\_\_\_ Yes \_\_\_\_\_ No

14. Have you spoken with vendors about accessibility? \_\_\_\_\_ Yes \_\_\_\_\_ No

15. Do you have a parking plan, with designated accessible parking spaces and/or a designated loading/unloading area? \_\_\_\_\_ Yes \_\_\_\_\_ No