

ACCESSIBILITY CHECKLIST FOR UNIVERSITY EVENTS: APPENDIX

Definitions:

Accessible Location: When scheduling an event, ensure the location is completely accessible to individuals with disabilities, which includes **elevators, entrances, parking, restrooms, and seating.**

- ❖ **Elevators:** If the event is on an upper floor, there must be an elevator. Visit the Center for Students with Disabilities [Campus Access: Building Accessibility](#) webpage to ensure there is an elevator when planning your event location.
- ❖ **Entrances:** At least one of the primary entrances must be accessible and be located on an **accessible route** of travel. Non-accessible entrances must have **directional signage** to the accessible entrance. If there are stairs, there must also be a ramp or wheelchair lift.

Considerations:

- Ensure one of the primary entrances is accessible and automatic door opener(s) are working.
 - Pull force on the door cannot be more than 5 lbs. or there must be an automatic door opener.
 - All doors should have an opening of at least 32" of clear width.
 - Room signs should have raised or Braille characters for those with visual disabilities.
- ❖ **Parking:** Parking spaces must be set aside for persons with disabilities, located near the accessible entrance to the facility, and spaces and access aisles can be no less than 8' wide. If you have questions or concerns about the accessible parking near your meeting or event, or would like information on the Accessible Van Service, please contact the Department of Transportation Services at (860)-486-1448.

Considerations:

- Are the accessible parking spaces near the accessible entrance? Check that spaces are clearly marked with the [International Symbol of Accessibility](#).
 - There should be an **accessible route** from parking/drop-off to the entrance (recommended distance is not to exceed 200').
- ❖ **Restrooms:** Restrooms must be located along an **accessible route** and contain accessible features (e.g., grab bars in bathroom stalls, wide bathroom stalls, etc.). Include **directional signage** at inaccessible restrooms to direct individuals to accessible restrooms. For portable restrooms, the toilets and sinks must meet state and federal requirements for accessibility, be dispersed among the various locations on a level area located on an **accessible route** and surface, and have at least one at every location. Note: This information is provided for situations where the general public is utilizing outdoor portable toilets, but should never be the accessible toilet option if the general public is using indoor toilets.

Considerations:

- An accessible restroom should be located within 200' of the event or meeting location.
- If multiple units are provided, a minimum of 1 unit with 10% of the total units provided must be accessible.
- Restroom and stall doors should provide a minimum of 32" of clear opening width and swing outward and have levered handles.
- Accessible restrooms should have an accessible toilet stall (with 5' x 5' of clear floor space), with a toilet seat that is 17-19" about the floor, and grab bars at the side and back of the toilet (33-36" above the floor).
- Sinks should provide knee clearance of 29", and soap, paper towel dispensers, and amenities should be located at or below 48".

- ❖ **Seating:** If seating is provided, accessible seating must be set aside for persons with disabilities. Ensure seats are situated so that individuals with physical or sensory disabilities can view the meeting or event over seated and/or standing participants and are situated with direct view to the stage or presentation and/or the interpreter.

Considerations:

- If the area or space is large, have signs to indicate the accessible seating areas with the [International Symbol of Accessibility](#).
- If tables are provided, they must provide knee space that is a minimum of 27" high, 30" wide, and 19" deep knee space with the tabletop no higher than 34".
- Consider the following chart when providing accessible seating. Remember to provide seating adjacent to space for companions:

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

Accessible route: Ensure a continuous, unobstructed path of travel exists from the street to the event or meeting and all accessible elements of the location, and any event activities. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space from any fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

Considerations:

- Provide clear pathway through room (at least 36" wide) and be mindful of hazards to individuals who are blind or visually impaired. Clear any objects (e.g., plant branches or public art) that 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.
- Create an accessible route when positioning **Displays and Exhibits**.

- Routes should be on firm, level, stable, and slip-resistant surfaces (e.g., concrete, asphalt, wood, carpet), and not be on inaccessible surfaces (e.g., grass, wood chips, or sand).
- If there is barricading, fencing, or crowd control, make sure they are placed so they include an accessible route.

Alternate Format: Individuals may require print materials to be available in an electronic version, or large print copies (sans serif font, size 18 or larger).

Assistive Listening Device (ALD): A device that takes a signal from a microphone or public address system and sends it to a personal amplification system. If your selected venue does not have an ALD, they may be available from the Center for Students with Disabilities. Contact the Center at (860)-486-2020 or csd@uconn.edu.

Considerations:

- For meetings of 50 or more people, ALD are available;
- Signage of where to obtain ALD's is posted with [ALD symbol](#) at the site;
- For meetings of 100 or more people, Real-Time Captioning has been scheduled; and
- For meetings of 500 or more people, an American Sign Language interpreter has been scheduled.

Captioning: Video or film program that has subtitles reflecting the content of the spoken or descriptive material.

Considerations:

- **Real-Time:** Captions, composed of text, provide access to content delivered by spoken words and sounds. Real-time captions, or Computer Assisted Real-Time Translation (CART), are created as an event takes place. Real-time captioning can be used for programs that do not have written scripts, such as: lectures, classes, and meetings.
- **Closed:** Text is displayed, typically used as transcription of the audio portion of a program as it occurs, sometimes including descriptions of non-speech elements. "Closed" indicates that the captions are not visible until activated by the viewer, usually by a menu option. "Open" captioning means the captions are visible to all viewers.

Dais: Any fixed or mobile public speaking location. If this includes a table or podium, it must not be higher than 34", on which a microphone could be placed.

Considerations:

- If microphone is provided for public participation, the microphone cable must be long enough to serve accessible seating areas or a wireless unit should be provided.
- If dais is fixed and on a stage, it must be accessible by means of a ramp, wheelchair lift, or **portable wheelchair lift or ramp**.

Directional Signage: All public events should have signage to direct the public to the location. Include the [International Symbol of Accessibility](#) on all signage. If the main route to the meeting or event is not accessible, you must provide direction signage to and along the accessible route.

Displays and Exhibits: For individuals with sensory disabilities (e.g., low vision, deaf, blind), there are alternatives that provide equivalent information in a manner that is appropriate to the program material. Some suggested formats include:

- Titles and narratives in a sans serif font (e.g., Arial, Calibri, Tahoma) size 14 or larger
- Audio descriptions of visual materials
- Tactile replicas of art objects
- Captioning of video or film presentations
- Trained staff available to provide descriptions

Portable Wheelchair Lift or Ramp: This is a lift or ramp that is not built into the existing building or structure and should be made available for an event or meeting if the location does not have a ramp.

Sign Language Interpreter: A person who is trained in translating between a spoken and signed language. For information on how to hire a sign language interpreter, please call the Center for Students with Disabilities at (860)-486-2020 or email us at csd@uconn.edu.

Campus Resources:

<p>Center for Students with Disabilities Phone: (860)-486-2020 Email: CSD@uconn.edu Web: www.csd.uconn.edu Accessible Building Information:</p> <ul style="list-style-type: none"> ▪ Building Accessibility ▪ Campus Accessibility Map <p>Additional Accessibility Checklists:</p> <ul style="list-style-type: none"> ▪ Food Service Areas ▪ Renovations and New Construction 	<p>Division of Public Safety Web: http://publicsafety.uconn.edu/</p> <ul style="list-style-type: none"> ▪ Police Department Phone: (860)-486-4800, Web: http://police.uconn.edu/ ▪ Locksmith Department Phone: (860)-486-2921, Web: http://locksmith.uconn.edu/ ▪ Fire Department Phone: (860)-486-4925, Web: http://fire.uconn.edu/ ▪ Fire Marshall & Building Inspector Phone: (860)-486-4878, Web: http://fmbio.uconn.edu/ ▪ Clery Compliance Department Phone: (860)-486-5181, Web: http://clery.uconn.edu/
<p>Dining Services Phone: (860)-486-3128 Web: http://dining.uconn.edu/</p>	<p>Events Services Office Phone: (860)-486-3422 Email: SUreservations@uconn.edu Web: http://www.studentunion.uconn.edu/reservations.html</p>
<p>Facilities Operations Phone: (860)-486-3113 Web: http://www.facilities.uconn.edu/</p>	<p>Facilities Operations & Event Services- Athletics Department Phone: (860)-486-4712 Web: http://www.uconnhuskies.com/school-bio/staff-directory.html#ops Location Information: http://www.uconnhuskies.com/facilities/</p>
<p>Instructional Resource Center (IRC) Phone: (860)-486-5052 Email: irchelp@uconn.edu Web: http://irc.uconn.edu/</p>	<p>Jorgenson Center for the Performing Arts Phone: (860)-486-4226 Web: http://jorgensen.uconn.edu/tickets/accessibility.php</p>
<p>Office of Diversity and Equity (ADA Coordinator) Phone: (860)-486-2943 Web: http://www.ode.uconn.edu/ada/</p>	<p>Parking Services Phone: (860)-486-4930 Email: parkingservices@uconn.edu Web: http://park.uconn.edu/index.php</p>
<p>Student Union Phone: (860)-486-3422 Web: http://www.studentunion.uconn.edu/index.html</p>	<p>Transportation Services Phone: (860)-486-1448 Email: transportation@uconn.edu Web: http://transpo.uconn.edu/index.php Accessible Van Service: http://transpo.uconn.edu/index.php</p>

