

COUNTY OF MARIN

Disability Access Program

ACCESSIBILITY GUIDANCE BULLETIN #4a

ACCESSIBLE PUBLIC MEETING AND EVENT CHECKLIST

It is the policy of the County of Marin to ensure that all County sponsored public meetings and events are physically and programmatically accessible to people with disabilities. This checklist has been developed in order to assist County departments in assessing potential sites and to ensure that all County meetings and events comply with federal and state laws by being accessible to persons with disabilities.

Meeting or Event Name/Description:

Meeting or Event Location/Address:

Meeting or Event On-Site Contact:

Telephone #: _____ **e-mail:** _____

Date & Time of meeting or Event:

Responsible Department:

Department Disability Access Coordinator or Contact Person:

Telephone #: _____ **e-mail:** _____

Department Disability Access Coordinators or designated department staff members are responsible for ensuring that accessibility is verified at least 10 working days prior to any county-sponsored public meeting or event. This form is provided for your use only and is not required to be completed or submitted to any party. If it appears that the meeting or event cannot be made physically or programmatically accessible, please contact the County Disability

Access Manager at (415) 473-6065 (Voice/CRS dial 711) to discuss possible alternative solutions or sites.

Section One of this checklist is designed to assess compliance with program access and physical accessibility standards, to ensure that meetings and events will be accessible not only to persons with physical disabilities, but to people with sensory, cognitive, and other disabilities, as well.

Section Two of this checklist is designed to ensure that potential meeting sites and event locations comply with physical accessibility standards. c:\users\jwilson\desktop\dpw web stuff\accessibility\guidance #4a - accessible public meeting and event checklist (rev. 03.13).doc

NOTE: ITEMS LISTED FIRST AND IN BOLD ARE MINIMUM REQUIREMENTS. PLEASE DO NOT CONSIDER HOLDING A PUBLIC EVENT WITHOUT THESE IN PLACE. ITEMS LISTED LAST, IN ITALICS, ARE STRONGLY RECOMMENDED.

PROGRAMMATIC ACCESSIBILITY CHECKLIST

Notice

- | | YES | NO |
|--|-------------------------------------|--------------------------|
| 1. All notices and announcements for the event or meeting include accessibility information (See samples in Guidance Bulletin #4) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. All notices and announcements for the meeting or event include information on whom to contact to request accessibility accommodations. | <input type="checkbox"/> | <input type="checkbox"/> |

Communication Access

- | | | |
|---|--------------------------|--------------------------|
| 1. If a microphone is provided for public participation, the microphone cable is long enough to serve accessible seating areas or a wireless unit is provided. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Film or video materials used at this event are captioned. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Printed materials are available upon request, in alternative formats.
This generally requires an electronic version of any materials. Large print copies (14 to 18 point) are recommended. | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>4. For meetings of 50 or more people, Assistive Listening Devices (ALDs) are available.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>5. Signage of where to obtain ALDs is posted with ALD symbol at the site.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

6. For meetings of 100 or more people, Real-Time Captioning has been scheduled.

7. For meetings of 500 or more people, two American Sign Language Interpreters have been scheduled.

8. An aural description is available, either through the presenter or through pre-recorded audiotape.

9. The meeting is accessible by speakerphone or Bridge Line.

PHYSICAL ACCESSIBILITY CHECKLIST

Getting to the Meeting or Event:

	YES	NO
1. An accessible route exists from the street to the meeting or event and all meeting and event activities.	<input type="checkbox"/>	<input type="checkbox"/>

2. All public meetings and events should have signage to direct the public to the location. In the unusual situation in which the main route to the meeting is not accessible, the accessible route with directional signage is provided.	<input type="checkbox"/>	<input type="checkbox"/>
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Transportation

1. If the meeting or event itself includes transportation, wheelchair accessible vehicles are also available and advertised as available to the public.	<input type="checkbox"/>	<input type="checkbox"/>
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2. The meeting or event is located close to accessible public transportation.	<input type="checkbox"/>	<input type="checkbox"/>
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3. An accessible route is provided from the public transportation stop to the building or facility entrance.	<input type="checkbox"/>	<input type="checkbox"/>
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4. Accessible parking is available (review # of car and van accessible spaces).	<input type="checkbox"/>	<input type="checkbox"/>
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5. There is accessible passenger loading and unloading space.	<input type="checkbox"/>	<input type="checkbox"/>
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Amenities:

- 1. Accessible restrooms are available within 200 feet of the event's location.
- 2. Accessible drinking fountains are available (if drinking fountains provided).
- 3. Accessible telephones are available (if telephones are provided).
- 4. 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.
- 5. If food or beverages provided, the service is located on an accessible route. Self-service items are reachable from a seated position with accessible operating mechanisms [Countertops are 28-34 inches high.]

Seating:

- 1. If seating is provided, wheelchair and companion seating is dispersed in multiple location(s) and seating ratio.
- 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.
- 3. Signs are provided indicating the accessible seating areas for both wheelchair users and persons who are deaf or hard of hearing.

Event Set-up

- 1. If a stage or platform is provided, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift.
- 2. If a dais or podium is provided for the public, an accessible dais or podium is also provided.
- 3. Fencing or other crowd control barriers are placed so as to provide an accessible route, and barricading complies with County DPW barricade standards.

ACCESSIBLE PUBLIC MEETING AND EVENT DEFINITIONS

Accessibility Information – All meeting or event notices 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 sample public meeting notices in Guidance Bulletin #3b.

Accessible Podium (Dais) – A fixed or mobile speaker or presenter’s table or podium that is no higher than 34” on which a microphone and presentation materials 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 and a level clear floor area in front of it.

Accessible Entrance – An entry door or gate is a minimum 32 inches clear when opened 90 degrees; threshold is no higher than ½ inch (¾ inch may be permitted in existing conditions if beveled), and door is easily opened, or has automatic door opener.

Accessible Exhibit Materials – Alternative formats or services 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, portable flooring etc. Grass, dirt, wood chips and sand are not accessible surfaces.

Accessible Parking – A ratio of parking provided for the exclusive use of people with disabilities, located near the accessible entrance to the facility. Note: temporary accessible spaces can be created using signs and cones or chalk powder lines, provided that the minimum parking space and side access aisle dimensional requirements are met.

The minimum parking ratios required are:

1 to 25 spaces	One van accessible space
28 to 50	One auto and one van accessible spaces
51 to 75	Two auto and one van accessible spaces
76 to 100	Two auto and one van accessible spaces
101 to 150	Four auto and one van accessible spaces

151 to 200	Five auto and one van accessible spaces
201 to 300	Six auto and one van accessible spaces
301 to 400	Seven auto and one van accessible spaces
401 to 500	Seven auto and two van accessible spaces
501 to 1000	2% autos with a minimum of one out of eight or fraction thereof van accessible

Accessible Parking Space – An auto parking space with identification signage that is 9 feet min width and 19 feet min length with an adjacent 5 feet clear access aisle. The parking space and access aisle shall be level.

Accessible Van Parking Space – A van accessible parking space with identification signage that is 9 feet min. wide, 19 feet min long with an adjacent 8 feet clear access aisle. The parking and side access aisle space shall be level and have an 84 in. minimum clear height.

Accessible Passenger Drop Off Area – a 25-foot long vehicular passenger drop off area with a 5 feet min with adjacent aisle space that is level and 25 feet.

Accessible Portable Toilets and Sinks – Toilets and sinks that meet state and federal requirements for wheelchair 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 10%, but not less than one unit, and not less than one unit per cluster of units. Accessible toilets and sinks shall be located on a level area, along an accessible route, with an accessible surface. Ramps to accessible units shall not exceed 1:12 slope, have handrails on both sides, and a 60 inch square level landing at the unit door.

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 – Toilet rooms that are located on an accessible route and contain accessible features including 32” minimum entry, an interior 60” turning space, lavatory with 27” min. knee space, wide toilet compartments with grab bars, and all accessories mounted no higher than 44 inches to the upper most control, 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 19” deep unobstructed 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 (ALDs) can be procured through companies that provide public address systems (see Resource list below).

Captioned – Video or film program with subtitles reflecting the content of the spoken or descriptive material.

Directional Signage – Signage that indicate the direction of the accessible route when the accessible route is not the same as that of the general public The signage may be directional arrows that include the International Symbol of Accessibility (ISA). Directional signage should be placed at any directional change that is not the same as that of the path of the general public.

Hazard to People Who are Blind or Have Visual Disabilities – 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 into circulation areas.

Portable Wheelchair Lift – A lift that is not built into the structure but can be available for a specific event. Portable wheelchair lifts can be rented by calling (415) 863-1414 ext.105.

Accessible 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	One seat
26 to 50	Two seats
51 to 300	Four seats
301 to 500	Six seats
over 500	Six, plus one additional space for each increase of 100

Wheelchair and Companion Seating – Seating for wheelchair users and adjacent, shoulder aligned seating for individuals accompanying wheelchair users that is located on the same level as that of the wheelchair user.

To receive a copy of this document in an alternate format or for additional information, please contact:

County of Marin
Disability Access Program
Marin Civic Center, Room 304
San Rafael, CA 94913 (415) 473-4381 (Voice/CRS dial 711)
(415) 473-3799 FAX

disabilityaccess@marincounty.org

<http://www.marincounty.org/depts/pw/divisions/disability-access>

Checklist provided courtesy of the City and County of San Francisco, Mayor's Office on Disability. Great thanks for approving its use by the County of Marin.