

ADA GUIDELINES FOR SPECIAL EVENTS ON PUBLIC PROPERTY IN MORGAN HILL

Special event organizers need to be aware of the requirements for providing safe and clear access to the event for everyone's enjoyment. The following set of guidelines must be met before, during, and after the event and are required as part of the special permit process. It is the organizer's responsibility to comply with State and Federal disability access requirements applicable to the event. Compliance with the City's permit requirements does not exempt the permittee from any additional requirements that may be imposed by State or Federal Laws.

Received a copy of the guide, "Accessible Temporary Events...A Planning Guide"... by The Center for Universal Design, College of Design, North Carolina State University. **Initial:** _____

1. Restrooms

10% of the total number of portable toilets shall be accessible. Layout shall indicate that all portable toilets are located on level sites (no more than 2% side slope) with appropriate clear path-of-travel. Sign on them shall read "Priority is to be given to individuals with disabilities in the use of this accessible facility." **Initial:** _____

2. Layout

Layout shall indicate the location of all vendors and booths, portable toilets with those accessible to persons with disabilities and showing a clear path-of-travel (minimum 48" wide) throughout the event site and to all services. Layout shall take into consideration all wiring and cabling devices which must be visible using contrasting colors and not located within the 48" clear path-of-travel. If any wiring crosses the path of travel, a ramping system must be provided to allow access over wiring for persons using wheelchairs. **Initial:** _____

3. Vendors

Vendors must provide comparable access to their items, either through design modification or service changes. Self-service items are reachable from a seated position with accessible operating mechanisms. [Countertops are 28 – 34 inches high.] **Initial:** _____

4. Sidewalk Retail and Dining

If there are sidewalk sales or sidewalk dining they must conform to clear path-of-travel (minimum 36") and not close the sidewalk to access for special needs participants. **Initial:** _____

5. Communications

All notices and announcements for the event include accessibility information and whom to contact to request accessibility accommodations. Printed materials are available upon request. Signage: direct the public to the location of accessible parking spaces, passenger drop-off points, transit stops. **Initial:** _____

6. Stages

Stages must have accommodations for disabled patrons. 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. If a dais or podium is provided for the public, an accessible dais or podium is also provided. **Initial:** _____

7. Parking

Layout shall indicate the location of all blue zones (accessible permanent and temporary parking spaces) in the area. If the event itself includes transportation, wheelchair accessible vehicles are also available and advertised as available to the public. There is accessible passenger loading and unloading space. An accessible route is provided from the public transportation stop to the building or facility entrance. **Initial:** _____

8. Seating:

If seating is provided, wheelchair and companion seating is dispersed in multiple location(s) and seating ratio. 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. **Initial:** _____

Accessible Public Event Policy: Definitions

Accessibility information – Meeting or Event Notice 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.

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 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	1 van accessible space
26 to 50	one auto and one van accessible spaces
51 to 75	2 auto and one van accessible spaces
76 to 100	2 auto and one van accessible spaces
101 to 150	4 auto and one van accessible spaces
151 to 200	5 auto and one van accessible spaces
201 to 300	6 auto and one van accessible spaces
301 to 400	7 auto and one van accessible spaces
401 to 500	7 auto and two van accessible spaces
501 to 1000	2% autos with a minimum of 1 out of 8 or fraction thereof van accessible

Accessible Parking Space – an auto parking space with identification signage that is 9 feet minimum width and 19 feet minimum 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 minimum wide, 19 feet minimum long with an adjacent 8 feet clear access aisle. The parking and side access aisle space shall be level and have an 84 inches minimum clear height.

Accessible Passenger Drop Off – 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. 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, 32” minimum entry, an interior 60” turning space, lavatory with 27” minimum knee space, wide toilet compartments with grab bars, and all accessories mounted no higher than 44 inches to the upper most control. 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 in-door toilets.

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. Fencing or other crowd control barriers are placed so as not to hinder an accessible route. Special note: access path at the end of the event boundary streets so participants can make it across safely.

Accessible surface: Firm, stable and slip resistance surfaces, such as concrete, asphalt, wood, carpet, portable flooring, etc. are needed for access. Grass, loose dirt, wood chips and sand are not accessible surfaces.

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”.

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 (ALD’s) can be procured through companies who provide public address systems.

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 places at any directional change that is not the same as that of the path of the general public.

Hazards to blind or visually impaired participants – 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.

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=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, shoulder aligned seating for individuals accompanying wheelchair users that is located on the same level as that of the wheelchair user.