



CITY OF BEND

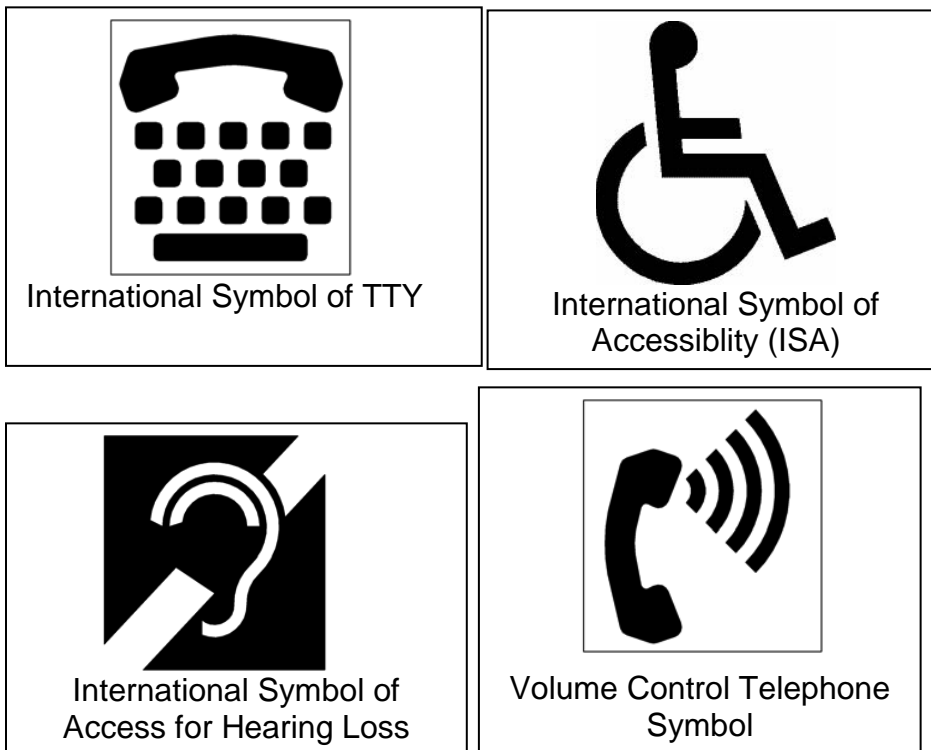
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## Special Event- Accessibility Guidelines

All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities.

It is important that you evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws. The following guidelines have been established to help develop plans to make your event accessible to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all city, county, state, and federal disability access requirements.

Key:



Useful links:

[2010 ADA Standards for Accessible Design](#)

[Nondiscrimination on the Basis of Disability in Public Accommodations \(Title III\) Regulations](#)

**Note: The following guidelines are not inclusive of all specifications required by the Americans with Disabilities Act, for a complete understanding of all requirements please see the two links above.**

## **Path of Travel/Accessible Route**

- Your event should include accessible routes throughout your event venue, including parking areas and/or passenger loading and unloading zones.
- Accessible routes must be a minimum of 36 inches in width, not including the curb. Running slope of accessible routes shall be no more than 5%, cross slope shall be no more than 2%
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes are more than ½ inch vertical. (Note: Ramps in excess of 5% require handrails on both sides. Max cross slope of any accessible route is 2%). Changes in level between ¼ inch minimum in height and not more than ½ inch maximum in height shall be beveled with a slope not steeper than 1:2. (Exception for a ramp with a 6 inches rise, can use a slope steeper than 8.33% but no steeper than 10%.)
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel. (see **Appendix A**)
- If the accessible route is different than the normal route for pedestrians, signage must be provided clearly displaying the International Symbol of Accessibility (see key above) in readily visible locations along the route.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An accessible path of travel should have no protrusions up to a height of 80 inches, including scaffolding and scaffolding braces.
- If the accessible path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.
- All city curb ramps shall remain clear during event.

## **Accessible Parking/Transportation**

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place accessible parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.

- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

### **Accessible Restrooms/Sinks**

- A minimum of 5% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible in each location.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

### **Accessible Booths/Service Counters**

- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service (food/drink) counters should be no more than 36 inches in height and must be 35 inches or greater in width. Booths & Counters must have a clear floor space measuring 30 inches wide minimum by 48 inches long minimum. Clear floor spaces shall have a no more than 2% slope in all directions. (See **Appendix A**)

### **Accessible Staging/Seating**

- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide seating near a stage or within your venue, you must provide accessible seating and companion seating in the seating areas.
- Accessible Seating (wheelchair spaces) must be on level ground and shall be 35 inches wide minimum and 48 inches deep (if can enter from front or rear). Where a wheelchair space can only be entered from the side, the space shall be 60 inches deep minimum. Wheelchair Spaces must adjoin an accessible route, and must not overlap circulation paths. (See **Appendix A**)
- In row seating, companion seats shall be located to provide shoulder alignment with adjacent wheelchair spaces. The shoulder alignment point of the wheelchair space shall be measured 36 inches from the front of the wheelchair space. The floor surface of the companion seat shall be the same elevation as the floor surface of the wheelchair space.

## Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested at the event. (Responsibility for cost of accommodation resides on entity holding event.)
- Ensure all event information including print materials (Flyers, Advertisements), audio (radio) announcements, and websites provide an **“ADA Accommodation Notice”**: **“For an ADA accommodations, contact {Insert Contact Name} at {insert contact information}”**.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international Symbol of Accessibility (See key above) where applicable throughout your event venue to designate physical accessibility (other symbols should be used when appropriate).

## Service Animals

- While dogs and other pets may be prohibited at an event, Service Animals are permitted by law.
- Service Animals are defined by the Americans with Disabilities Act as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.
- Inquires that can be made include:
  1. Is the animal required due to a disability (NOTE: Cannot ask about the nature of disability)?
  2. What work or tasks is the animal trained to perform (NOTE: Cannot ask for a demonstration of tasks)?
- If it is readily apparent that the animal is trained to do specific tasks (like guiding), these inquiries cannot be made.