

Accessibility to Campus Events

July 31, 1996

The Americans with Disabilities Act (ADA), Section 35.130 of the regulations, requires that all special programs, entertainment events, social events, lectures and similar events offered by the University must be held in architecturally accessible locations, including those events held off campus. These events must also be programmatically accessible to people with disabilities. This can be accomplished through provisions such as interpreters for people who are deaf, assistive listening devices or captioned videos for hearing impaired people, large print, E-text, or braille handouts of programs for visually impaired people.

Please note attached guidelines, in particular item V. The guidelines were developed to assist in providing appropriate accommodations and to provide specific guidance for compliance with ADA regulations. Please ensure that all personnel in your department who plan or sponsor events receive a copy of the guidelines.

Guidelines for Accessibility to Campus Events and Event Accessibility Checklist

- I. All registration materials and fliers announcing events should state that your event is accessible to people with disabilities. It is suggested that you ask participants to request accommodations or identify their needs well in advance of the event, so that you can plan and recruit service providers to meet their needs. If no request has been made, you may not be required to provide special accommodations (e.g., if no advance request is received for a sign language interpreter, you may not have to provide this service) 1. You must, however, provide physical access to your event ensuring that individuals with mobility impairments can attend and you should have assistive listening devices available.

Sample of the kind of notice that should be placed on every flier.

This event is wheelchair accessible. Individuals needing sign language interpreters, escorts, or other accommodations should contact us at (your department #) as early as possible.

- II. II Since all events must be wheelchair accessible, a simple survey of the site should be conducted to confirm access. Look for: alternatives to stairs such as ramps, accessible bathrooms, working elevators, curb cuts, room for wheelchair seating, and handicap parking spaces. Mention that the site is wheelchair accessible on all printed materials.

- III. III For visually impaired participants, all materials should be available in large print, audio, or in Braille by request. Instruct presenters to verbally describe any visual aids they use. Escort service to meeting room or restroom(s) may be necessary. The participant who is visually impaired may need assistance reading menus or obtaining food depending on the site.
- IV. IV Sign language interpreters, real time captioning and assistive listening devices should be available upon request. Understand that deaf callers may communicate their registration and questions through the use of the California Relay Service (CRS)²
- V. V The Disability Resource Center (DRC) will coordinate the provision of sign language interpreters and pay for this and other cost related services (i.e. readers, escorts, etc.) through the SJSU ADA compliance fund³ To obtain these services, you must contact the DRC at (408) 924-6000, no less than three weeks in advance of your event.

1. This depends on the type of event and the degree to which the event is open to the campus/public at large. For example, events that are offered to the entire campus must provide sign language interpreters whether or not a request is received.

2. CRS is the California Relay Service. To use the service, callers with TDD should dial (800) 735-2929; those without TDD should dial (800) 735-2922.

3. Auxiliary programs may avail themselves of the coordinating services of the DRC but must pay for this service.