



Mayor William A. Bell, Sr.

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REASONABLE ACCESSIBILITY CHECKLIST

The City of Birmingham Mayor's Office of ADA's vital role is to ensure that public events are accessible, according to the 1990 Americans with Disabilities Act (ADA). This law protects the rights of people with disabilities and stresses the importance of reasonable accommodations. In an effort to operate in best practices, adequate access should be a vital part of the event planning process for City of Birmingham Departments and agencies that make requests to use city facilities and parks.

Booking in ample time should ensure that physical access is provided; directional signage is visible and if requested, sign language interpreters, hearing augmentation systems or other accommodations can be provided. Prior planning stage of events increases the ability to comply with requests to provide reasonable accommodations.

WHAT ARE REASONABLE ACCOMMODATIONS?

Reasonable accommodations are those which will not change the nature of the program or event; nor will they alter the essential criteria for participation. Your team is crucial in ensuring that your event is as inclusive and accessible as possible.

Reasonable Solutions:

- Make staff and volunteers aware of the Americans with Disabilities requirements for reasonable accommodations.
- Post directional signs with the accessible logo and directional arrow to direct patrons to accessible parking, entrances, restrooms, seating or reserved areas.
- If possible have designated accessible parking or a drop off area for persons with mobility disabilities.
- Ensure that the accessible entrance is on an accessible route free of barriers.
- Remind Concession Vendors to be sensitive to persons who may not be able to reach counters to be served.
- If portables are provided at least 20% should be accessible. This means enough room to open the door without obstruction, ramped or with a level entrance (no step up).
- If seating is provided, there should be a reserved area for wheelchair users near the front where their view will not be obstructed by those standing (Include signage to say Reserved (logo).
- Sensitivity to the Deaf: Some public events where there are speakers may require a sign language interpreter. If your event is marketed or advertised, add a disclaimer as such: *Persons needing accommodations should notify (name) _____ at () _____ within (3) days of the event).* Here the agency decides the notification timeframe, but it should be reasonable.



Company/Organization: _____
Name of Event: _____
Point of Contact: _____
Email: _____
Phone Number: _____



MAYOR'S OFFICE of ADA EVENT ACCESSIBILITY CHECKLIST

(Check applicable areas. Write N/A if not applicable)

1. ___ Is there level access with no steps or barriers from arrival to the entrance and exit of the event?
2. ___ Are the doors, gates, etc. to the event wide enough for a wheelchair user to easily open and get through?
3. ___ Is there a reception desk/ticket counter with height that is accessible for people using wheelchairs? If not can an alternative desk be provided? _____
4. ___ If there is a speaker or performer's platform, is it accessible?
5. ___ If not what is required? _____
6. ___ Is there at least one accessible male/and female or unisex toilet at the same location or near other toilets closeby?
7. ___ Is signage clear to direct people from the entrance to information and facilities?
8. ___ Is signage clear for designated accessible parking?
9. ___ Is there a curb ramp at the drop-off point to allow a person using a wheelchair to get to and from the entrance?
10. ___ If the person uses another mode of transportation (i.e. cab, bus, trolley, etc.) is the parking and event route clearly marked?
11. ___ Are the surfaces on the path to and from the event even and slip resistant?
12. ___ Does the venue have fixed seating with wheelchair accessible spaces?
13. ___ Does the venue allow people with disabilities to move through the aisles?
14. ___ Do venue operators understand their responsibility to allow service animals?

Please Return Form To City Department of Origin to be Included with Application Request

(Note: In the event of an emergency or evacuation, though this need not be a written plan, staff must be aware of exits for the disabled)