



## Duluth Commission on Disabilities

Duluth Human Rights Office  
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For additional information on the Americans with Disabilities Act visit [www.ada.gov](http://www.ada.gov)

### Accessibility Checklist for Special Events

This checklist is intended to act as a guide on accessibility requirements for special events and programs that are open to the general public, as required under by the American’s with Disabilities Act (ADA). It is the responsibility of the permit holder to ensure ADA requirements are met. Depending on your event, there may be additional applicable accessibility codes and regulations

\*For private events, it is the responsibility of the permittee to find out whether or not the invitees need special accommodations.

#### 1. Event Publications

- Advance publications include phone number for individuals requesting special accommodation(s).
- Advance publications describe any special qualifications required of participants (Ability to traverse three miles of rough terrain, climb 112 stairs, etc.).
- Large print or other alternative format versions (transcripts, CDs, audio) will be available.
- Describe event publication plan. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 2. Exhibits

- Private vendors will be provided with at least this checklist on accessibility requirements for exhibits, routes of travel and sales area.
- The event exhibit plans have been reviewed for font, color, size, etc.
- Describe Exhibit Plan. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 3. Parking

- Proposed additional parking areas will be on accessible routes.
- For parking spaces, including added spaces, the following chart list the minimum numbers of designated accessible and van accessible spaces that apply (see below). This event will comply with the below chart.

Total Spaces Provided	Total Accessible Spaces Required*
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2% of total

\* Universal Space: 11' wide with 5' access aisle

- If additional parking spaces are needed, they will be located on ground level and temporary signs will be posted.
- Describe Accessible Parking Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 4. Visitor Information and/or Sales Area

- At least 25% of all checkout areas have aisles that are at least 36" wide.
- Counter tops are between 25" and 34" high.
- Front reaches (to brochures, souvenirs, books, etc.) are between 15" and 48" and side reaches are between 9" and 54".
- If these standards cannot be met, there will be a sign posted stating, "If you need assistance, please ask event staff".
- Describe Information/Sales Area Plan \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 5. Restrooms

- If added for the event, there will be at least one accessible portable restroom at each location.
- If portable restrooms are provided in groups of ten or more at a location, there will be at least two portable restrooms for every ten units.
- Accessible restrooms will be located on a firm and stable surface and along an accessible route.
- Describe Restroom Plan \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 6. Routes of Travel

- Intended routes of travel through the event, exhibits, parking, restrooms, food booths, etc., will be firm and stable and sloped no more than 5%.
  - Obstructions or uneven surface elements (roots, bumps, pavement rises or gaps) will be eliminated or mitigated.
  - Describe Accessible Route Plan \_\_\_\_\_
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## 7. Assembly Areas

- If requested, or if a significant part of the event is a group presentation, a Certified American Sign Language Interpreter will be provided.
- For assembly seating, the following chart lists the minimum number of designated accessible seats required. This event complies with the chart below.

Total Number of Seats	Wheelchair Spaces with Companion Seating
1-25	1
26-50	2
51-300	4
301-500	6
over 500	6, plus 1 per additional hundred

- If there are more than 300 seats, the wheelchair spaces dispersed will be in different locations (including shaded locations).
  - Provided wheelchair seating areas will be a minimum of 30" by 60".
  - Stages and paths of travel to wheelchair seating areas will be accessible.
  - Assistive listening devices will be available.
  - Describe Assembly Area Plan \_\_\_\_\_
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For more information, please contact the Duluth Human Rights Office at 218-730-5630 or [humanrights@duluth.mn.gov](mailto:humanrights@duluth.mn.gov)