

## ADA ACCESSIBLE SPECIAL EVENTS

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### SUMMARY

It is each County department's responsibility to comply with the Americans with Disabilities Act (ADA) requirements for special events. This means that people with disabilities must be able to get to and participate in all aspects of the event. ADA compliance is required even if the event is not expected to draw people with disabilities. Below is a list of items with which your event must comply. Please keep in mind that, depending on the nature and scope of your event, the list may not be exhaustive of all things that may require accessible accommodations.

### PROCEDURE

Each department must ensure that each special event that it sponsors is accessible to persons with disabilities by doing the following:

1. All temporary accessible routes must have no abrupt change in level in excess of  $\frac{1}{4}$  inch. Where such changes in level are present, properly bevel the change in level at a 1:2 ratio (if the change is  $\frac{1}{2}$  inch or less) or provide a ramp with a slope not to exceed a 1:12 ratio. If the event site terrain will not allow the installation of a compliant plywood or similar material walkway with no abrupt changes in level, then existing permanent paved walkways that are accessible shall be used as the event access route. Any ramps provided must be in compliance with all Florida Accessibility Code requirements, including, but not limited to, requirements regarding edge protection, handrails, and floor and ground surfaces. Accessible route surfaces must be firm, stable, and slip-resistant. Grass and sand are **not** compliant surfaces for accessible routes.
2. Ensure curb cuts and cross walks in and around the event site are kept free and clear for passage by people with disabilities, with a continuous accessible route of 44 inches in width. Work with the facility manager to make sure that all accessible pedestrian routes from the parking lot to the event are equipped with curb cuts or temporary ramps to accommodate wheelchair users.
3. Accessible temporary pathways can be used to provide access to exhibits, displays, vendor spaces, etc. when there is no existing concrete or paved sidewalk or pathway that can be used and that meet the accessible route requirements. Pathways must be firm, stable, and slip-resistant without abrupt changes in level. Appropriate materials for temporary pathways can be certain types of matting or plywood planking. If a continuous accessible route of 44 inches in width cannot be achieved, an accessible route which is 36 inches wide is permitted but must have a minimum 60-inch by 60-inch clear space, at least every 200 feet, so two people using wheelchairs may pass.

Signs, banners, displays and other objects suspended overhead or mounted on poles can pose hazards for people who are blind or visually impaired. There must be no objects that

protrude more than 4 inches into the path of travel and have leading edges solely between 27 and 80 inches above the ground because they cannot be detected in time to avoid injury by a person who is blind and using a white cane. People with disabilities using service animals are allowed to go anywhere other members of the public can go. Careful consideration should be made where guide wires for tents are placed so they will not serve as a protruding object hazard for people who are blind or have vision impairments. Placing objects such as trash receptacles or water barrels directly in front of or beneath spaces where tent guidelines and anchors are located will prevent an individual from passing through that area.

4. All information and ticketing areas, exhibits, displays, vendor spaces, dining areas, restrooms, performance spaces, amusement areas or features (such as bounce houses and dunk tanks), and parking must be located on and connected by an accessible route that is a minimum of 44 inches wide. One way of achieving the accessible route requirement is to locate exhibits, displays, vendor spaces, etc. at the edge of the park facility's existing paved or concrete walkway.
5. Merchandise for display should be within a line of sight no higher than 48 inches from the floor or ground for persons of short stature or wheelchair users. If merchandise is displayed higher than 48 inches, the merchant must provide assistance to customers with disabilities in order to reach items. All cashier counters (counters where money transactions occur) must be no higher than 36 inches maximum above the floor or ground, for a minimum length of 36 inches. If a counter is higher than 36 inches, the merchant must provide assistance to customers with disabilities in order to carry out transactions. Aisles for passage within vendor and exhibit spaces must be 36 - 42 inches apart to allow clearance for wheelchair users.
6. Where food or drink is served at counters exceeding 34 inches in height from floor or ground for consumption by customers seated on stools or standing at the counter, a portion of the main counter which is 60 inches in length minimum shall be provided in compliance with above requirements, or service shall be available at accessible tables within the same area.
7. If tables and seating are provided for the consumption of food, all aisles adjacent to accessible seating shall provide 30 inch by 48 inch clear floor space for wheelchairs. For wheelchair seating spaces provided at tables or counters, knee spaces at least 27 inches high and 30 inches wide shall be provided. Where knee clearance is required under an element as part of a clear floor space, the knee clearance shall be 11 inches deep minimum at 9 inches above the finish floor or ground, and 8 inches deep minimum at 27 inches above the finish floor or ground. Tables with single pedestals typically do not provide the required clearances. The tops of accessible tables and counters shall be 28 - 34 inches above the floor or ground. Where a grouping of tables are provided for dining, at least 5 percent, but not less than one, of the tables shall be accessible. Where a site has multiple groupings of dining tables, accessible table(s) shall be included in each grouping to allow for integration of people with disabilities throughout the event site.
8. If general assembly seating or standing space is provided for audience members attending a public performance at a special event, reserved wheelchair and companion seating must be provided. Wheelchair seating must allow wheelchair users to sit next to non-disabled companions in a location that allows wheelchair users and their companions an unobstructed

line of sight to the stage. Whether the accessible seating should be located in the front row will depend upon the layout of the venue and whether attendees are likely to stand or sit during the performance. For performers who have disabilities, all stages, showmobiles, and dressing areas must be accessible. A mobile lift can be arranged when the stage/showmobile is reserved. Some showmobiles contain wheelchair lifts. Where portable toilets are provided, an accessible route shall be provided to the toilets. Five percent of the total number of toilets must be accessible. If clusters of portable toilets are distributed throughout the site, then each cluster must have at least one accessible unit. The accessible portable toilets that are provided must be a contract model that the County has certified as ADA compliant. The Event Organizer should contact the ~~Department of Internal Services, Division of Procurement Management~~ Internal Services Department, Strategic Procurement Division for vendors on bid that provide such facilities and work with the facility manager to find the most accessible location for them.

9. The Event Organizer should make every effort to eliminate any communication barriers where there may be a performance or where a spoken word is a significant part of the event. This may include the use of sign language interpreters, assistive listening systems, text displays, the availability of scripts or text of performances, and audio descriptions. Where audio receivers and amplifiers are provided, no charge may be assessed to the individual using the device, however, an individual can be required to leave a valid ID or other form of returnable deposit. The availability of listening systems should be indicated by signage. (See Procedure 579 for further guidance on Effective Communication).
10. Designated accessible ("handicapped") parking must be provided, marked with signage, and staffed. Temporary accessible parking spaces must not be designated in unpaved areas and must be accessed via an accessible route. Accessible parking spaces are for the sole use of persons with disabilities who have accessible parking placards or plates. Access aisles (striped with diagonal lines) cannot be parked in by anyone and must be kept unobstructed. Work with the facility manager to designate a disabled parking area that is near the main entrance and accessible to pedestrian routes. The Event Organizer is responsible for staffing this area. Below is a table stating the required number of accessible spaces required based on the total number of parking spaces for the event (including unmarked parking spaces in fields or other open areas.) The minimum required accessible space quota should be considered in light of the nature of the event. If the event is a day-long festival during which the crowd will turn over several times, then the attendance at any one time should determine the minimum number of accessible parking spaces. If the event centers around a concert or performance that has a given start time, then the total event attendance should determine the minimum number of accessible spaces.

***Parking Chart***

<b>Total Parking</b>	<b>Minimum Required Accessible Spaces</b>
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5

151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
over 1000	20 plus 1 for each 100 over 1000

11. If transportation is being offered to the event from parking areas, it must be wheelchair accessible. Lift-equipped vehicles can be rented from an outside vendor. Notify the Internal Services Department, Strategic Procurement Division for a list of vendors OR work with the facility manager to create a separate staffed accessible parking area near the entrance of the event that will accommodate all required accessible parking spaces.
12. All flyers, advertisements and written promotional materials including websites for the event must be accessible to people with disabilities, including those with hearing and visual impairments. Following is an access statement that must be included on your materials and on your website:

***“Call (your event information phone number) or email (your event email address) to request material in accessible format, information on access for persons with disabilities, or a sign language interpreter (at least 7 days in advance).”***

You are required to provide sign language interpreters upon advance request and to pay for them. To request assistance in procuring interpreters, contact your departmental ADA Coordinator as soon as you get a request. (Review County Procedure: ADA – Providing Effective Communication to Persons with Disabilities for further guidance.) **When flyers and promotional materials without the above statement are circulated or are not sent out sufficiently in advance of the event for addressing accommodations requests, sign language interpreters and materials in accessible format must be provided, regardless of a lack of request for these items.**

13. Event Organizers are responsible for notifying any vendors of any of the previously mentioned requirements to ensure compliance with ADA guidelines. Designated County personnel including the facility manager and the department ADA Coordinator should review event logistics with the Event Organizer prior to the event to ensure compliance, and may prevent the event from occurring if compliance is not met.

**RESOURCES:**

<https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities>

**CONTACT(S):**

**Department/Division**

Internal Services Department/FIMD/ADA Office  
Parks, Recreation and Open Spaces Department