



Community Recreation / Community Events Office  
2600 Ocean Park Blvd., Santa Monica, CA 90405  
Tel: 310.458.8300 / Fax: 310.396.9609  
[www.smgov.net/events](http://www.smgov.net/events)

## **ACCESSIBILITY AT COMMUNITY EVENTS**

It is the event organizers' responsibility to comply with all City, County, State and Federal accessibility requirements, including the Americans with Disability Act (ADA). The ADA mandates equal access to facilities, services and programs for persons with a disability as well as ensuring them comprehensive civil rights protection.

The City of Santa Monica expects event organizers, City staff and the public to approach planning community events with creativity and adaptability to insure full participation and accessibility by all citizens.

To assist in that effort, the Community Events Office provides an accessibility checklist to assist the event organizer in providing an accessibility plan with the Event Application.

## COMMUNITY EVENTS ACCESSIBILITY CHECKLIST

All indoor and outdoor event sites, temporary event venues, and structures used for Community Events in Santa Monica must be accessible to people with disabilities, or reasonable accommodations made. If a portion of the event area cannot be made accessible, an alternative area must be provided with the same activities. *The alternate site cannot be offered only to patrons with disabilities.*

### **Is entrance accessible?**

People with disabilities should be able to arrive on the site, approach the building or event area and enter as freely as non-disabled guests.

- Is the route of travel stable, firm and slip resistant?
- Is the route at least 48 inches wide?
- If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?
- Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?
- Can the alternate accessible entrance be used independently?

### **Are all paths of travel accessible?**

- Curb ramps must be clear of any obstructions, including concessions, portable toilets, trashcans, vendors, barriers, etc., at all times.
- Clear path of travel on all sidewalks and paths used for pedestrian travel must be a minimum of 48 inches, with 60 inches preferred.
- Is there a 5-foot circle or T-shape space for turning a wheelchair completely at dead-ends, corners, turns and in front of booths and counters?
- Do curbs on the route have curb cuts at parking and drop-off locations?
- Cabling or wiring crossing the path of travel must be covered by a complying resilient cable ramping system usable by persons using wheelchairs. If tape is used to anchor any cabling/wiring in the path of travel, colored tape is required.
- All public staging areas (e.g. stages, trailers, tents, hands-on displays, etc.) must have ramping for access. Ramps must conform to Title 24 regulations, which requires use of the least slope possible. Maximum allowable slope is 1:12. (See attached checklist for ramping).
- All barriers need to be detectable by persons using a white cane and must be highly visible (no tape). (See barriers checklist).

### Is the parking accessible?

There is a graduated scale for the number of accessible parking spaces required under the American With Disabilities Accessibility Guidelines (“ADAAG”). Use the table listed below for guidance.

<u>Total Spaces</u>	<u>Accessible Spaces</u>
1-25	1
26-50	2
51-75	3
76-100	4
101-500	1 additional space per 50 parking spaces
501-1,000	2% of total spaces

The path of travel in the parking area must remain clear (no signage can obstruct the path of travel).

If a map of the event is provided, disabled parking areas with path of travel should be clearly illustrated.

If using temporary parking, or modifying the parking in an existing lot/structure, please see Parking Checklist.

If the event organizer plans to close a street for a period of three hours or more, please see Street Closure Checklist.

### Are the restrooms accessible?

When restrooms are open to the public, they must be accessible to people with disabilities.

- Accessible restrooms must be provided. Each bank of portable toilets must have one accessible toilet for every ten, but no less than one. All accessible and usable toilets shall be placed on level sites with a minimum 48 inch clear path of travel to the accessible toilet entrance, as measured from the toilet’s attached ramp base and shall have a 60 inch turning radius inside the portable toilet.

### Are the table eating areas and concession stands accessible?

- Five percent of all table seating areas must be accessible. See the Eating Area/Concession Stand Checklist if providing either.
- All concessions, vendors, etc., shall be placed on the street or sidewalk to allow use by individuals with disabilities. A portion of all concession counter spaces must be a maximum 34 inches tall and a minimum 36 inches in length.

### Is the signage accessible?

- Directional signage must be provided in highly contrasting colors, such as white on black or black on white.
- Signage shall be placed so pedestrian flow will not obstruct its visibility.
- Characters should be sized between 5/8 and 2 inches high.

### **Are the telephones accessible?**

If telephones are provided, at least one telephone at each phone bank shall have a volume control and be hearing aid compatible. At least one telephone in each phone bank shall be located at a lower height as outlined in Title 24 and shall include a shelf for individuals to use portable TTY's.

### **Is transportation accessible?**

If special transportation is available to/for the special event, then accessible transportation, i.e. lift-equipped vehicles, shall be provided equal to that available to general participants. Bus stops shall include accessible stop(s).

### **Is the Information Center accessible?**

If an information center is provided at an event, customer service representative(s) must be available to assist individuals, including those with disabilities, by performing functions such as verbalizing visually formatted information and serving as a guide.

### **Are maps and programs available showing accessible areas?**

If all areas cannot be made accessible, any map or program shall show location of accessible restrooms, parking, phones (if any), drinking fountains, and first aid stations.

### **Ramping Checklist**

- Are there ramps, lifts or elevators to all public areas?
- Do all ramps longer than 6 feet have railings on both sides?
- Are railings sturdy and between 34 and 38 inches high?
- Is the width between railings or curbs at least 36 inches?
- Are ramps non-slip?
- Is there a 5-foot long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?
- Are the slopes of ramps no greater than 1:12? Slope is given as a ratio of the height and length 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

### **Barriers Checklist**

- Is the bottom of barrier no more than 6 inches above the walking surface and the top of the barrier at least 27 inches above the walking surface?
- Are all overhead barriers a minimum height of 80 inches to provide clear headroom?
- Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?
- Do curbs on the route have curb cuts at parking and drop-off locations?

### **Parking Checklist**

- Are an adequate number of permanent or temporary spaces available (8-feet wide for car plus 5-foot access aisle)?
- At least one of every 8 accessible spaces must be van accessible.

- ❑ Are 8-foot wide spaces, with a minimum 8-foot wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?
- ❑ Are the Disability Parking Spaces designated as reserve spaces by a sign showing the Standard International Symbol of Accessibility (♿)?
- ❑ Controlled access must be provided, assuring vehicles with proper disability identification only park in disabled spaces. A warning sign indicating unauthorized vehicles will be towed must be posted in a conspicuous place at each entrance to parking areas.

### **Street Closure Checklist**

- ❑ The organizer shall be required to provide temporary disabled parking outside the closed area. Two (2.0) spaces shall be required for each block closed.
- ❑ The disabled parking area will be as close to the event venue as possible. This area will include signs designating it as disabled parking. Directional signage indicating where the disabled parking area is located shall be placed near each entrance to the event.
- ❑ The temporary spaces may be provided on private property if the surface is level; if there is a safe, accessible path of travel; and if there is adequate room to accommodate the required spaces. Controlled access will be provided, assuring vehicles with proper disability identification only park in disabled spaces. A warning sign indicating unauthorized vehicles will be towed shall be posted in a conspicuous place at each entrance to parking areas.

### **Eating Area/Concession Stand Checklist**

- ❑ The tops of tables and counters, etc., shall be at least 28 inches from the floor or ground but not higher than 34 inches.
- ❑ The knee space clearance between the floor and the bottom of a table or counter shall be at least 27 inches. The width of the knee space area shall be at least 30 inches with a minimum depth of 19 inches.
- ❑ The minimum clear floor or ground space required to accommodate a single stationary wheelchair and occupant is 30 inches by 48 inches. A maximum of 19 inches of this area may overlap the knee space clearance.
- ❑ All paths of travel to such areas shall comply with minimum width requirements.
- ❑ Priority for use of these tables shall be given to persons with disabilities.
- ❑ A portion of food ordering and cashier counters must be no more than 36 inches high, or there must be space at the side for passing items to customers who have difficulty reaching over a high counter.