

SALT LAKE CITY MAYOR'S OFFICE -ADA COMPLIANCE

SPECIAL EVENT APPLICATION AND AWARENESS MATERIAL

5-7-04

Special events on city property are required to meet the American with Disabilities Act (ADA) standards for accessibility. Application for an event and signature on this Special Event Application indicate that you have been made aware of the ADA requirements and agree to provide a barrier free event. **Page one of this application is to be completed by the event organizer and returned to the ADA Coordinator in the Mayor's Office.**

- 1. Event Name: _____
- 2. Event Dates: _____
- 3. Event Setup Dates: _____
- 4. Event Location: _____
- 5. Event Organizer: _____
- 6. Organizer Email: _____
- 7. Organizer Phone Number: _____
- 8. Organizer Address: _____
- 9. Organizer Fax Number: _____
- 10. Description of Event: _____

ITEMS 11-27: (Circle the appropriate response or enter the required information. If not applicable enter N/A.)

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|---|--------|--|--------|
| 11. Request for accommodation notice on printed material:*(see requirement below) | YES NO | 12. Event layout map with all elements identified: (ex: portable toilets, tents, ramps, seating, etc) | YES NO |
| 13. Parking For the Event | YES NO | 14. Accessible Passenger Loading/Unloading Zone (If parking is not provided, loading/unloading zone required) | YES NO |
| 15. Accessible Parking: (If parking is provided, accessible parking is required) | YES NO | 16. Marked Accessible Path of Travel with temporary signs: (this is required if the entire area is not accessible) | YES NO |
| 17. Seating Provided: | YES NO | 18. Accessible Seating: (if seating is provided, accessible seating is required) | YES NO |
| 19. Temporary Directional Signage: (60" minimum in height) | YES NO | 20. Temporary Ramps: (marked with temporary signage) | YES NO |
| 21. Barricades: | YES NO | 22. Sales or service counters: (36" maximum height) | YES NO |
| 23. Assisted Listening Provided | YES NO | 24. Number and Size of Tents: _____ | |
| 25. Total number of Portable Toilets: _____ | | 26. Number of Soft Play Structures: _____ | |
| 27. Number of Accessible Portable Toilets: _____ | | | |

***The following request for accommodation notice is required to be included on all printed material for your event:**



For an ADA accommodation, contact (insert contact person's name) at (insert phone number).

Date: _____

Responsible Event Contact Name (print): _____ Signature: _____

ADA Signature & Approval: _____ Date: _____

Return completed ADA EVENT APPLICATION AND EVENT LAYOUT MAP TO:

ADA Coordinator
 451 South State, Room 345
 Salt Lake City, Utah 84111
 Phone: 801-535-7971
 Fax: 801-535-6331 TTY: 801-535-6021

SPECIAL EVENT ADA AWARENESS MATERIAL: All City sponsored workshops, conferences, hearings, events or any other activities related to the government of Salt Lake City must be accessible to people with disabilities. All workshops, conferences, hearings, events or any other activities held on City property must be accessible to people with disabilities. The ADA Coordinator is providing the following awareness information to assist you in ensuring that planned events are accessible.

GENERAL

1. Concern should be given to the location and accessibility of your event.
2. An event layout map with **all elements** (ex: parking, portable toilets, ramps, seating, accessible path of travel, etc.) is required with this application.
3. All printed material for an event is required to include the **request for accommodation notice** with the international symbol for accessibility, a contact name and phone number.
4. Request for accommodations may include: material in an alternate format, an interpreter or assisted listening devices.

BARRIERS

5. Concern should be given to elevation changes of more than ¼” vertical or ½” beveled. This classifies as a barrier and would require a temporary ramp.
6. All cords, wires, hoses, etc., that are located within the path of travel are required to be placed within a cord cover or ramped so as to preclude an elevation change.

PATH OF TRAVEL

7. An alternate path of travel with a minimum width of 48 inches is required when obstructing the public right-of-way.
8. If an alternate path of travel is provided, signage designating the alternate path of travel is required.
9. An alternate path of travel shall be provided whenever the existing pedestrian access route in the public right-of-way is blocked by temporary conditions.
10. Where possible, the alternate path of travel shall parallel the disrupted pedestrian access route, on the same side of the street.
11. The alternate path of travel shall have no protrusions up to a height of 80”, including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potential hazardous conditions, the path shall be protected by barricade.

PARKING

12. If parking is provided for an event, accessible parking is required; one space in every 8 must be van accessible.
13. If parking is displaced for the event, arrangements must be made in another location, as close to the site as possible.
14. The distance of the parking may also require a means of transporting people with disabilities.
15. If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
16. Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility.
17. These signs are to be mounted at a minimum of 60” from the finished floor or ground.

SALES OR SERVICE COUNTERS

18. If sales or service counters are provided for your event, the maximum height is required to be 36” from the finished floor or ground and be a minimum of 36” wide.

ACCESSIBLE ROUTE

19. An accessible route is required from the accessible parking, passenger loading and unloading zone to the event entrance.
20. An accessible route is required within the event.
21. An accessible route is required to be a minimum of 36” in width.
22. Accessible routes are required to be identified using the international symbol for accessibility, including directional arrows, at a minimum height of 60” from the finished floor or ground.
23. Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route.

SEATING

24. If seating is provided, accessible seating and companion seating is required.
25. Accessible seating and companion seating areas are required to be identified using the international symbol for accessibility at a minimum height of 60” from the finished floor or ground.

PORTABLE TOILETS

26. If portable toilets are provided, they are required to be accessible and located on a level area; not to exceed a 2% cross-slope in any direction.
27. The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 5% percent of the total but not less than one for each location. If a single unit is placed, it is required to be accessible. As a result, the placement of single units will increase the required number of accessible portable toilets for your event.
28. An accessible route to the portable toilet is required.
29. Accessible portable toilets are required to be identified with the international symbol of accessibility.



To request this form in an alternate format, contact the ADA Coordinator at 801-535-7971 Voice, 801-535-6021 TTY.