

## California State University San Marcos Event Planning Accessibility Guidelines

California State University San Marcos values diversity and inclusion. The campus is dedicated to ensuring that all individuals have access to the campus facilities and can participate in both on and off campus university sponsored events.

The guidelines will not address all accessibility issues that may arise during the event planning process, but are intended to provide an overview of the issues that should be addressed generally. When in doubt, please consult with Disability Support Services.

### **Publicity**

Event planners are required to place an accessibility statement and logos on all event advertisements (see below). This information is available at the following location for download: <http://www.csusm.edu/communications/accessibility.html>. The accessibility statement is listed immediately below, along with the logos:

“Individuals with disabilities, who would like to attend this event, please contact [insert event sponsor’s name and phone #] regarding any special accommodation needs. It is requested that individuals requiring auxiliary aids such as sign language interpreters and alternative format materials notify the event sponsor at least seven working days in advance. Every reasonable effort will be made to provide reasonable accommodations in an effective and timely manner.”



### **Physical Access**

All of the campus buildings have accessible rooms and restrooms. Accessibility issues typically arise with seating, stage layout and accessible pathways inside of the event space where the event will be hosted. Wheelchair accessible seating can be made available by removing two chairs at either end of an aisle. It is customary, that at least two companion seats be provided next to each wheelchair accessible spot. If there will be displays to be observed then please ensure they can be viewed by a person using a wheelchair. Wheelchair accessible tables should have the following dimensions: knee clearance should be a minimum of 27 inches from the ground to the bottom of the table, the height of the table should be between 28 inches to 34 inches and the depth front the front of the table to any obstruction underneath should be at least 19 inches. Stages will need to be wheelchair accessible if event attendees will need to access it or you have an otherwise identified need. Access can be provided by a rented platform lift or wheelchair accessible ramp. In order to ensure accessibility, aisles should be at least 36 inches wide. However, if the area will be heavily used then 72 inches would be preferable for aisle width.

For events scheduled to take place outside on the University grounds then accessibility becomes much more complex. It will be important to ensure that the site of the event will be accessible from Disabled Parking Spaces and the route of travel is accessible as well. There are accessible pathways from the existing Disabled Parking Spaces to the campus but the actual event location needs to be reachable for a

person with a mobility impairment. Temporary Disabled Parking Spaces can be added to increase accessibility to an event but this will need to be done in consultation with both Disability Support Services and University Police. Events that will be set up on grass will need to have an accessible pathway that is at least 72 inches wide. This is best accomplished by renting accessible flooring material from a vendor (e.g., Allies). If temporary restrooms will be provided then at least 5% of the total number (not less than 1) on site will need to be ADA compliant and placed in a location that is easily accessible. For all events on the Forum Plaza, Track or Quad, please place all tables around the edge of the grass facing the sidewalk.

### **Programmatic Access**

Access to the actual event program is of the utmost importance. Video material that will be used for an event will need to be captioned for those who are hearing impaired or deaf. The use of sign language interpreters for the hearing impaired or the deaf will take some planning. Depending on the event, the interpreters may need to have specific expertise such as in doing theater type work or even signing for singers. In these situations, interpreters will likely need to have access to scripts well in advance of the event in order to prepare and may need to attend some rehearsals as well. Real time captioners will need access to electrical power outlets and the ability to show captions in real time using a screen that is synched to their computer or even a caption display bar. The University owns numerous assistive listening devices that can be checked out through IITS. Individuals who are hearing impaired will need to sit within easy line of site of the interpreter(s) and captioners.

If an event sponsor will need any assistance in providing captions then please contact IITS at [cchelp@csusm.edu](mailto:cchelp@csusm.edu) as early in advance as possible in order to have caption work completed in time for the event. Disability Support Services should be consulted directly if assistance is needed to identify qualified interpreters or real time captioners to work an event.

Written information that will be provided at an event needs to be available in accessible formats. At least one copy of the document(s) should be available in large print (Bold, 20 point, sans serif). Making a copy of any handouts in Microsoft Word and in accessible PDF is best for print impaired attendees who use specialized computer software to read electronic information. Please be sure consult with IITS with any questions you might have in regards to making electronic material accessible. The following email address is a good one to use to initiate such discussions with IITS: [cchelp@csusm.edu](mailto:cchelp@csusm.edu).

When working with an attendee who is visually impaired, then additional preparation will need to be made to provide access to content that is delivered in a visual mode. The presenter will need to describe information that is being presented visually. This includes pictures, graphs and PowerPoint. Artwork can be verbally described to a visually impaired person by an event employee or even recorded in advance with sufficient notice. Sculptures and other 3 dimensional artwork might be accessed more easily by a visually impaired person using their hands covered with a light glove. However, this type of accommodation will need to be discussed with the artist to ensure no harm to the artwork will result from direct contact.

### **Off Campus Events**

When a student with a mobility impairment will be participating in an off campus field trip or activity then there will need to be some special considerations. The administrator of the site, where the activity will take place, should be contacted regarding accessible restrooms, existing accessible pathways, and

parking for those with disabilities. In order to obtain clarification or better understanding, it can be requested that the administrator take some pictures and email them for review.

If the University is providing transportation to and from an event then it needs to be accessible if you have an attendee who will be using a wheelchair or motorized scooter. It will be important to check with the vendor providing the transportation to ensure they have lift equipped vehicles for the transport of individuals using wheelchairs. It is highly recommended that information regarding transportation for the event clearly states that accessible transportation services can be arranged but will require advanced notification (i.e., 14 days is preferred).

It is understood that some field trips required for courses will have inherent accessibility issues that may not be easily overcome. These situations will need to be discussed with Disability Support Services to determine, on a case-by-case basis what options might exist.

### **Resources**

Disability Support Services (DSS) can provide expertise on how best to provide an accessible event and should be consulted with if any assistance is required. We have existing purchase orders with several vendors who can provide qualified sign language interpreters and real time captioners. DSS can be reached by phone at (760) 750-4905 or by email at: [dss@csusm.edu](mailto:dss@csusm.edu)

ITTS can provide technical assistance in ensuring that online content is accessible, video material is captioned, printed material is available in an accessible format and loaning of assistive listening devices.

The ADA National Network has an excellent resource, "A Planning Guide for Making Temporary Events Accessible to People With Disabilities," that can be accessed at the following location: <https://adata.org/publication/temporary-events-guide>.