



# Naperville



## Accessibility Checklist for Special Events

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The City of Naperville strives to ensure that individuals with disabilities have equal opportunities to access and enjoy special events held in Naperville. As part of the City of Naperville Special Events Resources Guide, this checklist helps determine if a special event is accessible. All indoor and outdoor sites for special events must be accessible to persons with disabilities. In planning an event, it is advisable to review the American's with Disabilities Act and the Illinois Accessibility Code. Always remember that when planning your event, persons who may attend the event are often unfamiliar with local directions, resources, and services. The city's ADA webpage, <http://www.naperville.il.us/ada.aspx>, is a good resource for event organizers to utilize when planning a special event.

The City of Naperville recommends that each special event designate one person as the "Accessibility Coordinator" who should ensure that staff and volunteers are knowledgeable of the accessible features of the event. Please remember that each special event is unique, and the amount and location of accessible accommodations is dependent upon the scale and type of special event. For questions about this checklist, please contact the city's Special Events Team at 630-305-5340.

The following checklist is intended to ensure that your special event is accessible for persons with disabilities. Special events should include accessible parking, with accessible routes leading to accessible entrances that have an accessible path to an accessible seating/viewing area.

### I. PHYSICAL ACCOMMODATIONS

#### Accessible Entrances

- The main entrance to the special event should be accessible. Accessible entrances are entrances that do not require the use of stairs and do not have elevation changes of more than ¼" vertical or ½" beveled.
- Accessible entrances should have readily identifiable accessible routes to accessible restrooms and accessible seating/viewing areas.
- Signs directing attendees to accessible entrances must be provided.

### Accessible Routes and Paths of Travel

- Accessible routes must be stable, firm, slip-resistant, and have no changes in level that exceed ½ inch. Loose gravel and grass do not meet the accessible route requirements
- Accessible routes should be provided from accessible parking areas and from the passenger loading and unloading zone to an accessible event entrance.
- Accessible routes should be provided within the event to allow barrier free access to event areas.
- The accessible route should be clear and unobstructed.
  - All cords, wires, hoses, etc., that are located within an accessible path of travel must be ramped or placed within a cord cover.
- Accessible paths must be at least 36 inches wide.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, with visibility optimized.

### Accessible Features

- Sales or service counters provided for special events must include at least one accessible counter, and maybe more depending on total number of counters.
- Accessible counters should be no more than 34” from the finished floor or the ground, and at least 36” wide.

### Accessible Parking

- If parking is provided for an event, accessible parking is required.
  - Accessible parking spaces should be available near the accessible entrance.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
  - Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility.

### Accessible Restrooms

- There should be at least 1 fully accessible male and 1 fully accessible female rest room, or 1 accessible unisex restroom for the special event.
- When portable toilet facilities are provided:
  - At least 5% of the total number of portable toilets, but no less than one portable toilet, must be accessible and located on a level area not to exceed a 2% slope in any direction.
  - An accessible route to each accessible portable toilet is required.
  - Accessible portable toilets must be identified with the international symbol of accessibility.
- Signs directing attendees to accessible bathroom facilities must be provided.

### Accessible Meeting Rooms

- In situations where the special event is held on multiple floors, there should be an accessible elevator to the meeting room.
  - All meeting rooms should have an accessible path of travel.
- The meeting room should be accessible for speakers and presenters.
- Participants should be able to easily navigate in the space.

### Accessible Seating

- Accessible seating/viewing areas must be provided for performances (concerts, parades, etc.) and must allow for at least one companion to accompany the person(s) with disability.
- Accessible and companion seating/viewing areas must be identified using the international symbol for accessibility and placed for maximum visibility.
- Accessible and companion seating/viewing areas must have accessible routes from accessible entrances and to accessible restrooms.
  - Accessible routes must be identified with the international symbol for accessibility, including directional arrows, with visibility optimized.
- The accessible seating area should be located to provide a clear and unobstructed line of sight for the performance.

## **II. COMMUNICATION AND SENSORY ACCOMMODATIONS**

### Websites and Written Material

- Event websites and publicity/informational materials should include a “Request for Accommodation” notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Event websites and publicity/informational materials should contain visual representations of the event layout, including a map showing the location of handicapped parking area(s), accessible bathrooms, accessible routes and accessible seating/viewing areas.
- Information on event websites and in publicity/informational material should be available in alternative formats upon request.

### Sensory Accommodations

- If amplified sound is used, assistive listening devices should be available upon request.
- If a sign language interpreter is requested, one should be provided. Adequate signage for locating the interpreter should be provided. A list of local sign language interpreters is attached.
- When possible, video or video clips that are part of the special event should be equipped with captions for participants with hearing impairments.
- Service animals must be allowed to accompany their owners at all times and cannot be excluded from an event.

### Other Considerations (Optional)

- Provide a "quiet zone" (an area with low noise and low visual stimulation) for disabled individuals and their companions to regroup.
- Provide an alternative entrance line for individuals with disabilities in order to decrease the amount of time spent in line.
- Allow an early entry time for individuals with disabilities.
- Provide a special time/day for persons with disabilities and their families to have exclusive access to the event.
- Offer extended passes for disabled participants that are not able to attend for long periods of time.

***This checklist is available in alternative formats upon request.***

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