



## **City of Columbia, Missouri**

### **SPECIAL EVENT ADA AWARENESS INFORMATION**

As required by the Federal Americans with Disabilities Act of 1990, all events, workshops, conferences, hearings, or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities. The City of Columbia's ADA Coordinator provides the following information to assist you in ensuring that your events are accessible.

#### **GENERAL**

- To ensure efficient review of your event, a site plan must be submitted at the first scheduled planning meeting. All portable structures, restrooms, stages, bleachers, tables, tents, fencing, trash containers, dumpsters, food and drink areas, generator locations, etc. must be clearly shown on the plan. A narrative should supplement your site plan.
- The site plan must show all ADA elements, including, but not limited to, accessible parking, ADA-compliant portable toilets, ramps, accessible seating, accessible paths of travel, etc.
- All printed material for an event is to include the Request for Accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.
- Service animals must be allowed to accompany their owners at all times and cannot be excluded from an event.
- If amplified sound is used, assistive listening devices should be available.

#### **BARRIERS**

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. These are considered barriers and require temporary ramps.
- All cords, wires, hoses, etc., that are located within a path of travel must be ramped or placed within an ADA approved cord cover.

#### **PATHS OF TRAVEL**

- All paths of travel shall be accessible, and all event features shall be on an accessible path of travel.
- An alternate path of travel is required when the normal path of travel is obstructed.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.

- All paths 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 potentially hazardous conditions, the path must be protected with a barricade.

## **PARKING**

- If parking is provided for an event, accessible parking is required.
- 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.
- Signs with the international symbol for accessibility are to be mounted for maximum visibility.

## **SALES OR SERVICE COUNTERS**

- If sales or service counters are provided for your event, the height must be no more than 34” from the finished floor or the ground, and the width must be at least 36” wide.

## **ACCESSIBLE ROUTE**

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- All routes within the event shall be accessible.
- An accessible route must be a minimum of 48” in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, with visibility optimized.
- Temporary ramps may be used to provide an accessible route.

## **SEATING**

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility and placed for maximum visibility.

## **PORTABLE TOILETS**

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total number of portable toilets to be provided for the event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

**To request this form in an alternate format, contact the ADA Coordinator at:**

573-874-7214 (voice)

800-735-2966 (TTY)

573-442-8828 (fax)

Email: [tony@GoColumbiaMo.com](mailto:tony@GoColumbiaMo.com)