



## Special Event Application

*(awareness material is attached to this application)*

*Special events on Metro property must meet the Americans with Disabilities Act (ADA) standards for accessibility.*

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Organizer Phone: \_\_\_\_\_ Organizer E-Mail: \_\_\_\_\_

Organizer FAX: \_\_\_\_\_ Organizer Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Set-Up Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_

**NOTICE:** Submit an event layout map that identifies all elements such as portable toilets, tents, ramps, companion seating, *etc.*

Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Request for Accommodation Notice on printed material and event web sites (reference requirement in attached awareness material)	Yes <input type="checkbox"/> No <input type="checkbox"/> Sales & service counters (minimum height: 36 inches)
Yes <input type="checkbox"/> No <input type="checkbox"/> Parking for the event provided	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Hose bridges & cord covers
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Accessible parking (if parking is provided, accessible parking is required)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Barricades (example tent tie-downs must be barricaded)
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Accessible passenger loading/unloading zone (if parking is not provided, a loading/unloading zone is required)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Total number of toilets (both standard and accessible)
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Marked, accessible path of travel with temporary signs (required if the entire area is not accessible)	Number of accessible toilets
Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Temporary directional signage (minimum height: 60 inches)	Number and size of tents
Yes <input type="checkbox"/> No <input type="checkbox"/> Temporary ramps (marked with temporary signage)	Number of soft play structures
Yes <input type="checkbox"/> No <input type="checkbox"/> Seating provided	

**Responsible Event Contact**

Signature & Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**ADA Compliance Division Approval**

Signature & Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Submit completed application with event layout map to the ADA Compliance Division**

## SPECIAL EVENT ADA AWARENESS MATERIAL

All City-sponsored workshops, conferences, hearings, events, or any other activities related to the Metropolitan Government of Nashville and Davidson County must be accessible to people with disabilities. All events, or any other activities held on Metro property must be accessible to people with disabilities.

The ADA Compliance Division provides the following information to assist you in ensuring that your events are accessible.

### GENERAL

- An event layout map with all elements (such as, parking, portable toilets, ramps, seating, accessible paths of travel, *etc.*) is required with this application.
- All printed and electronic material (such as websites for an event) must include a "Request for Accommodation" notice with the international symbol for accessibility as in the following example:



To request an accommodation please call [INSERT NUMBER] or email [INSERT EMAIL ADDRESS].

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- All cords, wires, hoses, *etc.*, that are located within a path of travel must be ramped or placed within a cord cover.

### PATHS OF TRAVEL

- An alternate path of travel is required if the public right-of-way is obstructed.

### PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, a clearly marked, accessible passenger loading and unloading zone is required.

### SALES OR SERVICE COUNTERS

- Any event sales or service counters must be no more than 36" in height (from the finished floor or the ground) and at least 36" wide. A reasonable alternative is to assign a person working the service counter to walk around the counter and assist every individual requiring the accommodation.

### ACCESSIBLE ROUTE

- An accessible route to the event entrance is required from the accessible parking, and from the passenger loading and unloading zone.
- An accessible route is required within the event site.

### SEATING

- If seating is provided, accessible seating and companion seating are required.

### PORTABLE TOILETS

- At least five (5) percent (rounding up to the next whole number) of portable toilets provided for the event must be accessible. For example, in the case of 1 portable toilet, 1 accessible, portable toilet is required; in the case of 25 portable toilets, a minimum of 2 must be accessible units. All accessible, portable toilets must be placed so that a person using a wheelchair can enter and exit.