



Scottsdale ADA Accessible Event Planning Guide

The Americans with Disabilities Act of 1990, prohibits discrimination towards individuals with disabilities. When planning an event in Scottsdale, it's essential to prioritize accessibility and remove barriers that exclude or segregate individuals with disabilities. There is no exemption for temporary events. If the public can attend, it must be accessible.

This guide is intended as an aid to city planners, event coordinators, project managers, operators, and building owners in the development of accessible events for individuals with disabilities. This guide does not create new requirements or interpretation of existing requirements. Certain exceptions apply, particularly with respect to existing buildings. Organizers should tailor their policies and procedures to suit their circumstances. Scottsdale intends to update this document periodically.

Physical Access

- ❑ **Planning:** People with disabilities must be able to obtain or enjoy the same goods, activities, services, and benefits that are available to other members of the public. Including attending performances, participate in activities, select and purchase items at concessions, and enter exhibits.
- ❑ **Venue Selection:** When able, select venue locations that are adapted, accessible and where onsite walk-throughs have been conducted. Look for buildings with elevators, power assisted doors, accessible restrooms, ramps, accessible parking and routes that are smooth, not slippery, level and are as wide as possible and do not require the use of stairs. As much as possible, the accessible route should be the same route used by other participants.
- ❑ **Accessible Routes:** All routes must be a minimum of 36" in width. Be sure to include accessible outdoor routes from site arrival points (public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks) to the accessible building entrance served. Accessible routes can include ramps but not stairs. At least one accessible route shall connect accessible buildings, if more than one building is on a site.
 - At least 60% of all public entrances must be accessible.
 - Signage indicating accessible routes is required.
 - Floor surface shall be stable, firm, and slip resistant, i.e., not gravel or dirt
 - If changes in level are on the accessible route a maximum of 1/2" is allowed: 1/4" vertical and 1/4" beveled. Any level change more than 1/2" is considered a ramp

- The maximum slope for accessible route is 1:20 for walking surface and 1:12 for ramps

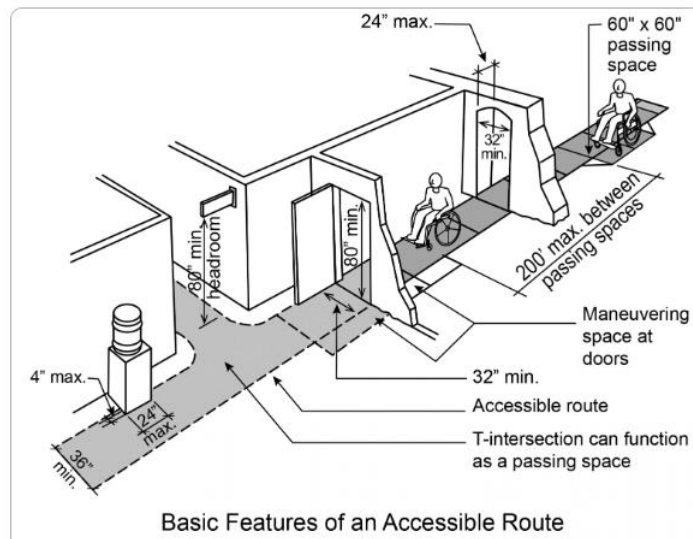


Mobi-mat, portable and removeable rollout mat for pedestrians, wheelchair users and strollers

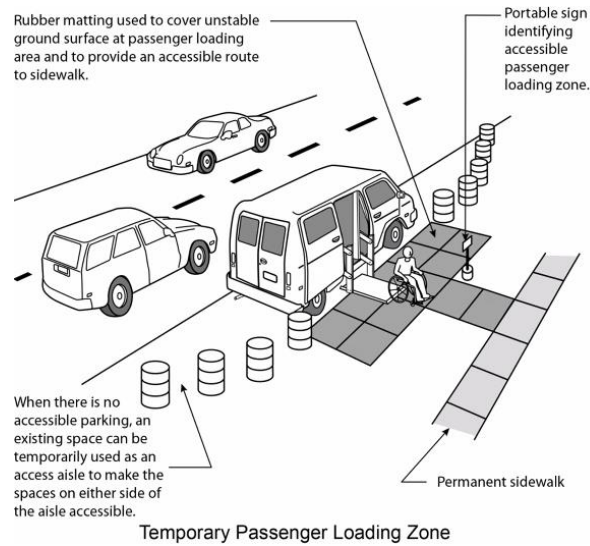
If an accessible route is blocked for event purposes, signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. For example, if a path leads in the opposite direction to an inaccessible entrance, place a sign at the most convenient place for attendees to see and be directed to the accessible path.

Sign information

- Include international sign of accessibility
- San serif typeface (not italic, oblique, script, highly decorative, or other unusual forms)
- Large enough to read from a distance
- Tactile signs to have both raised characters and braille
- Height of signs to be 48” minimum and 60” maximum above finished floor measured to baseline of character



Passenger Loading Zones



Temporary Accessible Shuttle Stop

- Ensure surfaces are compliant and connect to accessible routes
- Include large, highly-visible signage and wayfinding signs

Parking

- ❑ At a minimum, there should never be fewer accessible parking spaces than specified in the ADA Standards and International Building Code (see below). Of these, at least one in every six accessible parking spaces must be “van accessible.” Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance. Temporary accessible parking may be created; space and signage must also be included.



Temporary accessible parking made with blue tape

Parking Space information

- Car space size must be 96” minimum in width. Exception: If adjacent access aisle is 96” minimum in width then van parking space can be 96” minimum in width
- Van space size must be 132” minimum in width
- Access aisle space can be shared by two accessible spaces and must run the entire length of the parking space
- Access aisle space shall be 60” minimum for parallel spots and 96” minimum for perpendicular or angled parking
- Parking spaces and access aisles shall not be steeper than 1:48

Off-Site Parking

- ❑ If a significant portion of or all parking is located in areas not adjacent to the event site, accessible routes must be provided to and from accessible parking spaces in these areas. If the accessible route includes walks, streets, or parking facilities not under the control of the event organizer, it may be necessary to make prior arrangements to ensure that accessible spaces and routes to them are available.

Total parking spots in lot	Minimum number of accessible spaces required*
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

ADA Parking Minimum Number of Accessible Spaces Required

Canopies

Tables at front-any height. People entering under the canopy-the canopy must be 80” high from the ground to bottom of the canopy.



Picture of Required Canopy Height

Food and Drink

- ❑ The height of service counters must be 26” minimum and 36” maximum above finished floor and must be 36” minimum in length. Food and drink offered from mobile trailers may need to install a low folding shelf. People with mobility disabilities should be able to reach each area provided for dining and should be able to pull up under at least five percent of the tables. There must be an accessible route to the area and

adequate maneuvering space around and under tables. Where there are no tables near eating areas, consider providing one or two and some chairs. Such a courtesy will be helpful for many people with conditions that affect balance or stamina and who have trouble eating while standing or traveling.

Portable Toilet

- ❑ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible. Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Ticket Sales

- ❑ Venues are required to sell tickets for accessible seats in the same manner and under the same conditions as all other ticket sales.
 - **Tickets for accessible seats must be sold:**
 - During the same hours
 - Through the same methods of purchase (telephone, on site, website, or through third-party vendors)
 - During the same stages of sales (pre-sales, promotions, general sales, wait lists, or lotteries) as non-accessible seats
 - For the same price as non-accessible seats
 - See ADA.gov for more information on tickets sales

Seating

- ❑ Ensure accessible seating is available to all. Accessible seating shall be inclusive and provide all participants with similar event access. This means do not separate accessible seating from the group or restrict accessible seating to the back of the event. A companion seat shall be provided beside each wheelchair space.
- ❑ **Open Areas.** Where there is no fixed or temporary seating and participants are expected to sit on the ground, the most level areas should be designated for accessible seating. These spaces should be held in reserve for a specified period of time before others may occupy those areas.

Care must be taken in the placement of cables, supports, and other stage or electronic equipment so accessible routes can be maintained.

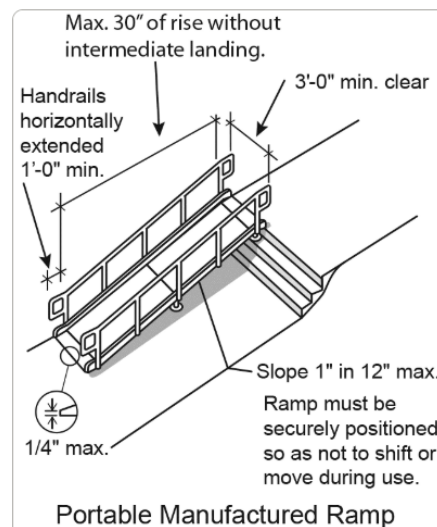


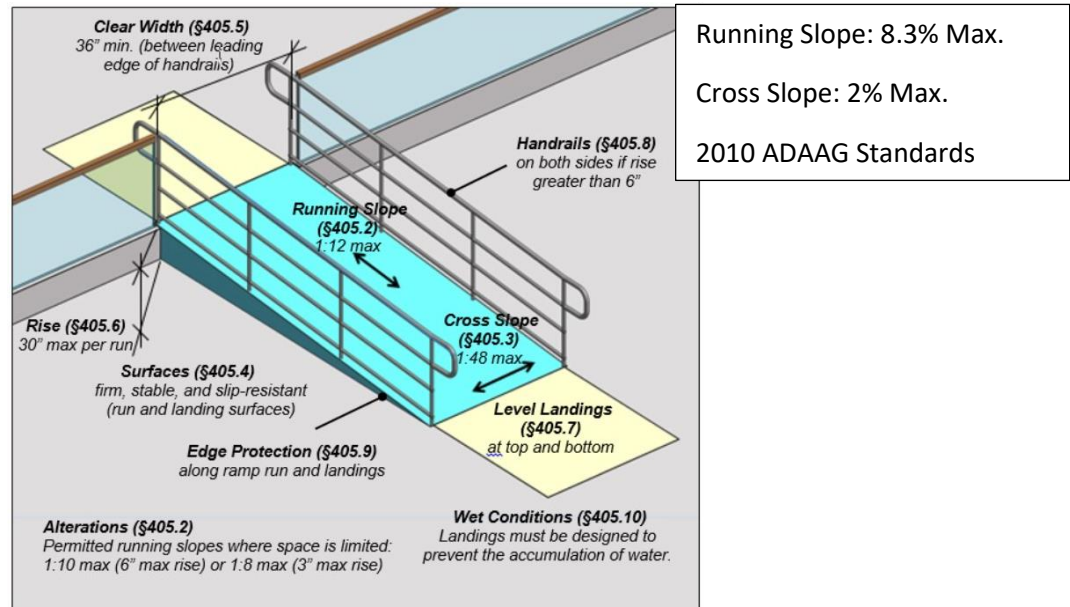
ADA cable protector

Temporary Ramps and Lifts

- Temporary ramps intended for use by the general public should comply with the [ADA Standards specifications](#) and [2017 ICC A117.1 Accessible and Useable Buildings and Facilities](#) standards for ramps. There is some leniency in the degree of ramp slope (with rises of 6 inches or less) in existing buildings and facilities where space is extremely limited.

Note: Ramps with a rise of 6" or less do not need to have handrails but must have curbs or another form of edge protection to prevent a user in a wheelchair from rolling off ramp sides.





Ramp requirements

Entrances

- ❑ After arriving on the site, participants with disabilities must be able to get to and through entrance gates and building entrances. The accessible route to these entry points must be free of stairs unless a ramp, lift, or elevator is also provided. Ideally, people with disabilities should use the same entrance as other visitors; modifications may be needed to accomplish this. An inaccessible entrance can be made accessible by installing a portable ramp or lift. If necessary, an alternate entrance that can be more easily altered should be selected. Use signs displaying the International Symbol of Accessibility to direct visitors to accessible entrances. Turnstiles are not accessible. Security guards or other personnel must be prepared to allow people with disabilities to pass through auxiliary or service gates as needed.

Transportation and Shuttles

- ❑ If shuttle service is provided, equal service with wheelchair accessible options must also be provided. Ensure drivers are trained to properly secure wheelchairs or other mobility devices.



Service Animals

The event must allow service animals to accompany handlers anywhere open to the public. Train staff and volunteers on ADA service animal requirements for the event.

- **Under the ADA, you may only ask:**
 - Is the dog required because of a disability?
 - What work or task has it been trained to perform?
- **Service Animal Relief Areas (SARAs)** are required for service animals to relieve themselves. Additional SARAs are recommended based on the size of the event. SARAs should be designed to accommodate the needs of service animals and their handlers, ensuring that they are easily accessible and maintained in a sanitary condition. The SARA may be of any shape but must be designed to accommodate a person using a wheelchair handling a service animal on a six-foot leash. In busier locations, a relief area may be sized to accommodate more than one service animal at one time. A best practice is to choose a location that is proximate and conveniently accessible to concentrations of visitors (e.g., major concession concentrations).
- **Signage**, when used, should be included in event layout maps and in wayfinding instructions provided throughout the event.



Service Animal Relief Area Signage

Audio and Visual Access

- Ensure all speakers utilize microphones. This includes audience members who have questions.
- Provide American Sign Language (ASL) interpretation or Communication Access Realtime Translation (CART) captioning when requested.
- Add captions to all videos and recorded events.
- Ensure all paper materials have large print options.
- For any presentations, it is best practice to audibly describe what is being presented including visuals and words on the screen.
- Visual aids should be in easy to read, large print, and high contrast colors.

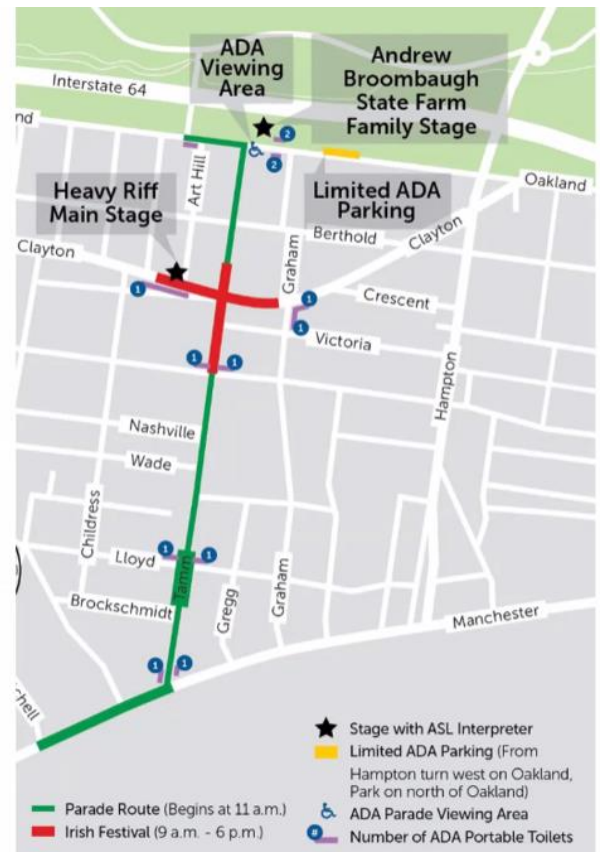
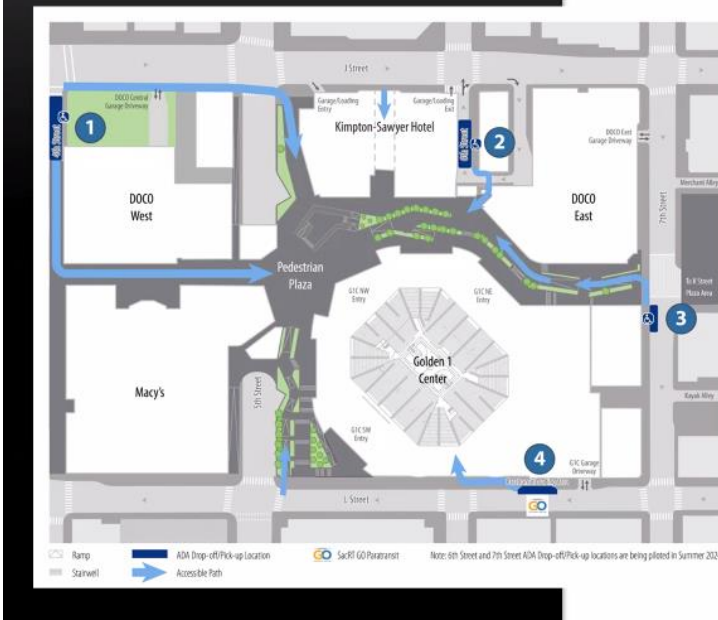
Miscellaneous

- During the event, consider an Access center or information booth, with brochures, maps, or schedules in accessible formats, auxiliary aids and services.



Access center booth

Maps with Access Information



Event Access Maps showing ADA points of interest such as parking and viewing areas

Event Advertising

- ❑ Include accessibility information with appropriate symbols of accessibility to indicate parking, viewing areas, restrooms, sign language interpreters, captioning or CART services (see below). The most recognized symbol is that of the international sign of accessibility (individual seated in a wheelchair). This symbol should be used appropriately to designate spaces or elements that are designed to be accessible to individuals with mobility disabilities.



Accessibility information graphics

- ❑ Prior to the event, do a final walk through ensuring all routes are clear of any barriers. (Cords, wires, bags, chairs, etc.)
- ❑ If ever possible, provide alternative “quiet” spaces.
- ❑ Each event should have a designated accessibility coordinator. This can be any person on the event planning team who is familiar with the specific event’s accessibility features and how to address questions and complaints from the public.
- ❑ The event accessibility coordinator should provide contact information in all external communications leading up to the event to answer questions or take modification requests.
- ❑ Ensure event staff and volunteers are familiar with accessibility information for the event.
- ❑ Ensure that all event staff and volunteers are aware of who the event accessibility coordinator is and how to contact them.

Guidance content was sourced from the ADA National Network’s “A Planning Guide for Making Temporary Events Accessible to People with Disabilities” ([link](#)) and technical criteria elements from “2017 ICC A117.1 Accessible and Useable Buildings and Facilities” ([link](#))

City of Scottsdale Key Event Contacts

When planning a Scottsdale event, as a resource the following departments can be engaged in the planning process:

Fire Department

Contact: Tony Bennett

Phone: 480-312-1847

Email: anbennett@scottsdaleaz.gov

Tourism & Events Department

Contact: Amy Herring

Phone: 480-312-7125

Email: AHerring@Scottsdaleaz.gov

Risk Management

Contact: Saul Anaya

Phone: 480-312-7135

Email: sanaya@scottsdaleaz.gov

ADA/Title VI Compliance Coordinator

Contact: Felicia Beltran

Phone: 480-312-2311

Email: ADA_TitleVI@Scottsdaleaz.gov