Minimum Expectations For an ADA Accessible Event

Introduction In [Creating an ADA Accessible Event](https://portlandoregongov-my.sharepoint.com/personal/jonathan_simeone_portlandoregon_gov/Documents/ADA%20Title%20II%20Materials/Creating%20an%20ADA%20Accessible%20Event/creating%20an%20ADA%20accessible%20event.docx), there is a section establishing minimum expectations the Office of Equity and Human Rights has for all public events run by Portland. This document reminds you of those minimum expectations and gives you the information you need to satisfy them. To keep this document brief, links will take you to additional information about the different topics. Finally, the last section of this document will provide you a list of resources related to planning ADA accessible events. These are the same resources covered in Creating an ADA Accessible Event.

If you have any questions, please contact Jonathan Simeone. You can email Jonathan at [Jonathan.Simeone@PortlandOregon.gov.](mailto:jonathan.simeone@portlandoregon.gov) You can call him at (503) 823-1231.

The minimum expectations are discussed in four sections: good physical access; access for people who are blind or low vision; access for people who are deaf or hard of hearing; and access for people with mental health disabilities.

# Good Physical Access

## Accessible Parking Spaces

* Generally, there should be one accessible parking space for every 25 parking spaces.
* One of every six accessible parking spaces should be wide enough (132 inches) to accommodate a van.
* A 60-inch aisle should exist between an accessible parking space and another space. Two accessible parking spaces can share the same 60-inch aisle.
* The accessible parking spaces should be near an accessible entrance.
* The path from the accessible parking spaces to the accessible entrance should be level and free of obstacles.

## Holding the Event in an Accessible Room

* The room should not be upstairs unless an elevator or lift is provided.
* Existing elevator cabs should be at least 36 inches wide and 54 inches deep.
* The room’s doorway should have a clear opening of 32 inches.
* Spaces for people using wheelchairs (30 inches wide and 48 inches long) should be provided.

## Accessible Restrooms

* One accessible restroom should be near the meeting room or accessible via elevator or lift.
* Doorways should have a 32-inch clear opening.
* Bathrooms should have a five-foot diameter clear floor area to allow someone using a wheelchair to turn around. A three-foot T-shaped clear floor area will allow for a three-point turn.
* An accessible stall has grab bars beside and behind the toilet, an unobstructed doorway that is at least 32 inches wide and swings out, and at least 16 inches between toilet and the closest side wall.
* If the toilet is mounted on the back wall, the distance between the front and back walls of the stall should be 56 inches.
* If the toilet is mounted on the floor in front of the back wall, the distance between the front and back walls should be 59 inches.

## Arriving at the Event

Unless you are providing a shuttle, the event should not be more than three blocks from public transportation.

## Number of Events with Good Physical Access

* If you are having at least five events that are similar in nature, at least 60 percent should offer good physical access.
* When you are having between two and five events that are similar in nature, at least one should offer good physical access.
* For unique events, every effort should be made to provide good physical access.

# Access for People who are Blind or Low Vision

* Ten percent of provided materials should be offered in large print.
* Any electronic information about the event (especially event registration and promotional materials) should be accessible to people who use screen readers.
* Any online registration forms should be accessible to people who use screen readers.

## Access for People who are Deaf or Hard of Hearing

* Visual alarms and alerts should be present.
* Elevators should have visual indicators.
* For meetings of at least 75, real-time captioning (CART) is recommended.
* For meetings of at least 150, American Sign Language (ASL) interpreters are recommended.
* For any disability-specific event provide either ASL or CART. ASL is preferred.

## Access for People who have Mental Health Disabilities

* Use plain language in your presentations and materials.
* Do not use terms like “crazy” and “psycho.”
* When potentially difficult subjects will be discussed, provide content warnings.
* Do not require people to read a document during the meeting.
* Do not make offensive jokes like “bipolar weather” and “OCD neatness.”