

METROPOLITAN



REGIONAL  
ARTS COUNCIL



## *Arts Accessibility Planning Guide*

### **A Self-Survey Tool for Small Arts Organizations in the Seven-County Metropolitan Area**

Metropolitan Regional Arts Council  
2324 University Avenue West, Suite 114  
St. Paul, MN 55114  
651-645-0402

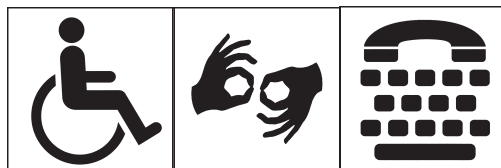
fax 651-523-6382

e-mail: [mrac@mrac.org](mailto:mrac@mrac.org)

Web site: [www.mrac.org](http://www.mrac.org)

MN Relay Service, dial 7-1-1 (or 1-800-627-3529)

This information can be made available in the following alternative formats: Braille, large print, audio tape and computer disk. We also can help your group find a language interpreter to translate these guidelines. To accommodate your request, the Metropolitan Regional Arts Council will need at least 10 working days.



## WHO MRAC SERVES

MRAC serves Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. We work in urban areas as well as greater metropolitan communities. We serve formal and informal groups with annual expenses less than \$300,000. Groups do not need to be classified as tax-exempt by the IRS in order to apply.

## MRAC'S VISION FOR THE METRO AREA



## MRAC'S MISSION

The Metropolitan Regional Arts Council promotes incorporation of the arts into the daily lives of all communities by providing leadership, advocacy, grants and services.

## MRAC'S FUNDING SOURCES

As one of 11 regional arts councils in Minnesota, MRAC is largely funded by an appropriation from the Minnesota Legislature. MRAC also receives a generous grant from The McKnight Foundation.

## WE'D LIKE TO GET TO KNOW YOU!

Call us - 651-645-0402

### Stop by the office

2324 University Avenue West, Suite 114  
Saint Paul, Minnesota 55114

E-mail us - [mrac@mrac.org](mailto:mrac@mrac.org)

Check out our website - [www.mrac.org](http://www.mrac.org)

Sign up for our monthly e-newsletter -  
[mrac@mrac.org](mailto:mrac@mrac.org)

## WHAT MRAC OFFERS YOU

### Grant programs

**Community Arts**—up to \$3,000 for arts activities in all disciplines. Recommended for smaller arts groups; newly formed groups; community-based and volunteer groups; or first-time initiatives.

**Arts Activities Support**—up to \$7,500 for arts activities in all disciplines.

**Capital**—up to \$6,000 to purchase equipment and related supplies and services, or to make capital improvements.

**Organizational Development Project**—up to \$6,000 for projects that strengthen the management or administration of nonprofit arts groups.

**Creative Intersections**—up to \$8,000 for projects to help communities develop initiatives that integrate arts and culture into plans for community development and enhance the role of arts and culture as a component of community vitality. .

**Management Consulting Fund**—up to \$1,200 for small management consulting projects designed to strengthen the management or administration of arts groups.

**Management Training Fund**—up to \$600 for staff and volunteers of nonprofit arts groups to attend management workshops, classes or seminars.

**Emergency ADA Access Fund**—up to \$600 for unforeseen project or program costs to facilitate access for persons with disabilities.

### Training, workshops and services

MRAC'S grant application workshops help applicants learn how to write a successful MRAC grant.

MRAC'S training programs and workshops provide opportunities to enhance management skills. All activities are detailed on our website.

MRAC'S website also provides links to resources of interest to MRAC constituents including PDF versions of most MRAC publications.

### Advocacy

MRAC is committed to giving voice to the needs of small and volunteer arts organizations throughout the metro area.

# **CONTENTS**

<b>INTRODUCTION.....</b>	<b>1</b>
<b>PART I ACCESSIBILITY PLANNING PROCESS.....</b>	<b>3</b>
<b>PART II CONDUCTING AN ACCESSIBILITY AUDIT OF YOUR ORGANIZATIONAL POLICIES.....</b>	<b>5</b>
<b>PART III CONDUCTING AN ACCESSIBILITY AUDIT OF YOUR PROGRAMS &amp; SERVICES.....</b>	<b>7</b>
Outreach.....	7
Publications.....	7
Transportation.....	8
Personal Assistance.....	8
Visual Arts.....	9
Performing Arts.....	9
<b>PART IV CONDUCTING AN ACCESSIBILITY AUDIT OF YOUR FACILITIES.....</b>	<b>11</b>
Parking & Drop-off Areas.....	11
Entrance.....	12
Box Office/Registration Area.....	12
Program Space.....	13
Restrooms.....	13
Drinking Fountains.....	14
Protruding Objects.....	14
Interior Levels.....	14
Safety.....	15
Food Service.....	15
Stages & Dressing Rooms.....	15
<b>PART V DEVELOPING YOUR ACCESSIBILITY PLAN.....</b>	<b>17</b>
<b>PART VI RESOURCES.....</b>	<b>19</b>

# INTRODUCTION



## **Why the Metropolitan Regional Arts Council Produced this Guide**

The Metropolitan Regional Arts Council offers this guide as an important step toward insuring access to the arts for people with disabilities. It is our goal to enhance opportunities for participation by persons with disabilities in both the programs and services that MRAC undertakes as well as the projects that MRAC supports through grants.

The Americans with Disabilities Act (ADA) took effect in January 1992. The passage of this Act made equal access to cultural programs and services a civil right. For organizations that receive federal funds, the law further specified that by January 1993 those organizations should have completed an access self-evaluation to determine if they are “accessible to and usable by” people with disabilities. Structural changes to ensure access were to be completed by January 1995.

While your organization may not be required to meet those deadlines, you must still comply with the law. The enclosed self-survey may serve as partial documentation of your “good faith” efforts to comply with the ADA, should grievances arise. It is intended to help your organization become more aware of barriers to your programs, services and facilities for persons with physical and sensory disabilities—the crucial first step in developing an accessibility plan.

## **How to Use this Guide**

This guide may be used as an assessment tool for identifying accessibility issues that your organization needs to address. It can also serve as a planning tool to help you improve your organization’s accessibility. It is targeted to meet the needs of formally established, mid-sized arts organizations. If you are a smaller organization or an informal arts group, this tool should still be an excellent resource for you. Although some areas of consideration may not apply to you today, it is important to be aware of them as your organization grows.

The guide offers a step-by-step approach to accessibility planning. In it you will find:

- Questionnaires to help you audit your organizational policies, your programs and services and your facilities.

- Accessibility Plan Worksheet for identifying the steps you'll need to take toward achieving greater accessibility.
- Resources list to put you in touch with a) organizations that can assist you in arranging alternative format communications, and b) local and national organizations and publications serving people with disabilities.

The results of this survey can become the foundation for a board-approved Accessibility Plan for your organization. If in the course of completing this survey you identify major problems with your facility, venue or employment policies, a specialist in accessibility compliance should be engaged to help you comply with local building codes and/or ADA legal requirements.

*A project of the Metropolitan Regional Arts Council, made possible by funds provided through an appropriation of the Minnesota legislature. MRAC wishes to thank Very Special Arts Minnesota for providing the materials and resources for this project, as well as editorial review. Please feel free to reproduce this guide. If you use the material, the Metropolitan Regional Arts Council would appreciate acknowledgement. This guide was published in August of 1997.*

# PART I Accessibility Planning Process

Here are five basic steps your organization can take to begin meeting the accessibility needs of people with disabilities in your community. These steps will also help you to plan to address issues related to the Americans with Disabilities Act (ADA).

## 1) **Identify an Accessibility Coordinator within your group who would :**

- Serve as an access resource person, gathering resource materials and attending workshops on access issues.
- Assist in educating staff, board and volunteers about disability services and access issues.
- Develop regular, ongoing review mechanisms for your organization, including consultation on new policies, programs and services.
- Evaluate the accessibility of your agency's facilities, programs and services and make recommendations for needed improvements. Work with staff and board to ensure that access accommodations and services are 1) provided in all activities undertaken and 2) included in the budget.
- Assist in developing your group's outreach to people in the community who have disabilities.

2) **Appoint a Group of Advisors** willing to help your organization plan for accessibility. This might include members of your group and/or audience. Include people with disabilities; do not hesitate to include more than one individual from any particular disability group—people with similar disabilities do not always share the same opinions or needs. This group will help you evaluate the accessibility of your programs, facilities and services and make recommendations for improvements to your staff and board of directors or other managing body.

3) **Conduct an Accessibility Audit** using the enclosed survey to assess your organization's policies, programs, services and physical space(s). This assessment will serve as a baseline from which to measure all future access improvements. The survey can be done by your own staff or volunteers, or you may wish to have an individual or group with professional ADA compliance training conduct the survey.

- 4) **Develop an Organizational Policy** that formally states your organization's commitment to access for people with disabilities. This policy should be approved by your board and communicated and embraced at all levels of the organization. It will serve as your organization's public statement of intent to comply with the Americans with Disabilities Act. It will also serve as your internal guide to making program and budget decisions.
- 5) **Develop an Accessibility Plan** to resolve the access issues identified in your audit. A realistic plan will include first steps, long-range implementation strategies, a timeline and methods for ongoing review.

*Use this sample to guide you in formulating your own accessibility policy. You may also wish to develop a values statement such as the MRAC "Principles of Inclusion" found on the inside front cover of this guide.*

#### **SAMPLE Organizational Policy Statement**

[Group name] does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its services, programs or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all [Group name] services, programs and activities.

[Group name] has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations.

Upon request, any of our information will be made available in alternative formats such as Braille, large print, audio tape and/or computer disk.

# PART II Conducting an Accessibility Audit of Your Organizational

*[A "no" response will indicate issues or areas of concern to be recorded on the Accessibility Plan Worksheet.]*

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you have a Board of Directors policy or recommendations in place regarding accessibility?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a non-discrimination policy in place, such as the sample on the previous page?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you include accessibility issues in your strategic plan?   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have an ongoing accessibility task force that includes volunteers with disabilities?   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have a staff person or board member with an approved job description in place who is specifically assigned to research and implement accessibility programs? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you train all of your staff in disability awareness as well as service to patrons with disabilities?   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you have volunteers or staff specifically trained to give tours with individuals and/or groups who are disabled?   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# PART III Conducting an Accessibility Audit of Your Programs &



*[A "no" response will indicate issues or areas of concern to be recorded on the Accessibility Plan Worksheet.]*

## Outreach

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you specifically market to communities of disabled persons?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you include on your press list the newsletters of organizations of/ for people with disabilities?                                    | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you include accessibility symbols in your ads and other publicity materials? (See samples on page 23.)                               | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you offer and advertise (in your materials and at the door) discounted tickets for patrons who are disabled?                         | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there signs in your reception area indicating the availability of materials in alternative formats?                                 | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If your group offers programs at off-site facilities, do you include retirement centers or disability-related organizations or schools? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Publications

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you publish information describing your accessibility services for patrons who are disabled? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, how do you distribute the publication?

- general mailing
- special mailing list
- through disability-related organizations
- other means of distribution

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 2. Do you have a procedure for making materials available in alternative formats (Braille, audio tape, large print)? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Do you include information about your accessibility programs in your routine publications and promotional materials?

### Transportation

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is your facility on a public bus route?                                     | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you help coordinate shuttle service to accessible bus sites?             | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you use a transportation service to get patrons to your facility/event?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you solicit volunteers to provide transportation for patrons?            | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there plenty of room for loading and unloading at your facility?         | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are your facility's van sites safe at night (i.e., well-lit, secure, etc.)? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is there long-term parking for vans near the entrances to your facility?    | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Personal Assistance

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are your personnel trained to deal appropriately with people with disabilities, particularly on issues of safety? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a policy and procedure for safely evacuating persons with disabilities in an emergency?               | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have an admissions policy for support people accompanying persons with disabilities?                       | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do ushers use flashlights to illuminate the floor when guiding people to their seats?                             | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there adequate lighting for reading a program?   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Program/Visual Arts

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do you offer live or taped descriptive tours of exhibits?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are exhibit labels in high contrast, Braille or large print for visually impaired people?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you offer sign-interpreted tours?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you offer sign-language interpretation for lectures held in conjunction with your exhibits?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are aisles between exhibits at least 36 inches wide to accommodate wheelchairs?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the floor surface safe for wheelchair users and visually impaired patrons?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are transparent cases raised from the floor to accommodate wheelchairs?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are transparent cases low enough for wheelchair viewing?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are wall-hung exhibits that protrude more than four inches safe for viewers with canes or guide dogs?<br>[Protrusions 27–80 inches above the floor are dangerous for viewers using guide dogs or canes.] | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are exhibit labels placed horizontally on the outside of cases and 48–67 inches above the floor for wheelchair users?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you encourage visual artists with disabilities to present work in your facilities?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Program/Performing Arts: Hearing-Impaired

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do you offer advance copies of scripts or synopses to people with hearing impairments? | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are assistive listening devices available for some performances of each production?    | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Do you offer sign language interpretation for some performances of each production? N/A YES NO

4. Have you established a suitable location for a sign interpreter so that hearing-impaired patrons can see the performance as well as their interpreters? N/A YES NO

**Program/Performing Arts: Vision-Impaired**

1. Do you offer audio-described performances? N/A YES NO

2. Do you offer Braille or audio-taped versions of your printed programs? N/A YES NO

# PART IV Conducting an Accessibility Audit of Your Facilities

*[Duplicate and complete this section for each venue and administrative location.]*

*[A "no" response will indicate issues or areas of concern to be recorded on the Accessibility Plan Worksheet, pages 19–20.]*

## Parking & Drop-off Areas

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you have the appropriate number of parking spaces marked with the international symbol of accessibility? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**1997 Minnesota Code:**

1 to 25 parking spaces should include 1 accessible space.  
 26 to 50 parking spaces should include 2 accessible spaces.  
 51 to 75 parking spaces should include 3 accessible spaces.  
 76 to 100 parking spaces should include 4 accessible spaces.  
 1 van space for every 8 accessible spaces.

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 2. Are your accessible spaces wide enough (at least 13 feet for a car, 16 feet for a van)?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the designated accessible parking space the closest to the accessible entrance?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have an accessible route or pathway from the parking lot to the entrance?<br>[An accessible exterior route is a continuous, unobstructed path at least 36 inches wide, consisting of parking access aisles, curb ramps, crosswalks, walkways, ramps and lifts.] | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have a covered passenger loading zone?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If you have only on-street parking, is there an unobstructed curb cut wide enough for a wheelchair?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is someone assigned responsibility for keeping accessible routes free from ice and snow?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Entrance

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is your accessible entrance identified with the international accessibility symbol?                               | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the walkways to your entrance wide enough (at least 36 inches) to accommodate a wheelchair?                   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are there any stairs between the handicap parking and the accessible entrance?                                    | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are there railings at each set of steps?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have a non-slip ramp in addition to steps?<br>[must meet code of 12 run to 1 rise.]                        | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the door at least 36 inches wide?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the threshold at the door 1 inch or less to accommodate a wheelchair?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Can the door be opened easily with one hand, with a closed fist, or by a person with a limited grasp or strength? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the door open out?   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the door close slowly?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Box Office/Registration Area

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is the counter of your information desk 36 inches or lower to accommodate a person in a wheelchair?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the aisle in front of your ticketing/registration/literature area at least 60 inches wide to accommodate a turning wheelchair?<br>[A wheelchair requires 5 feet of clear space in which to make a 360-degree turn.] | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the floor surface stable, firm and slip-resistant?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 4. Do you have a public telephone available in the box office reception area?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is your box office equipped with TDD/text-telephone or a relay service in order to receive calls from hearing-impaired patrons? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have a procedure for training staff/volunteers in the use of TDD/TTY or relay service?                                   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Program Space

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do patrons using wheelchairs have access to at least one of your performances?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Can patrons using wheelchairs enter the space through the same entry used by the general public?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Can your venue accommodate a person using a wheelchair who is also deaf or hard of hearing and needs to be close to a sign interpreter? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is wheelchair seating integrated within the general audience seating area?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the venue offer a choice of accessible seating areas?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do accessible seat locations allow non-disabled attendants/companions to be seated next to the patron who is disabled?                  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do accessible seats have a space for guide dogs?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Restrooms

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is there appropriate signage to indicate accessible restrooms?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are restrooms accessible to the public, from the office and from backstage?                                      | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are door openings at least 36 inches wide?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the unobstructed diameter of the restroom floor space at least 60 inches to accommodate a turning wheelchair? | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 5. Is there a designated handicap stall that meets current local code?                 | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are the faucets, soap dispenser and towels accessible for a person in a wheelchair? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Can faucets be turned by a person with a limited grasp or strength?                 | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are exposed pipes below the sink covered with insulation?                           | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Drinking Fountains

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you have a public drinking fountain with cups available? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the spout no higher than 36 inches from the floor?       | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the control on the front face of the drinking fountain?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Protruding Objects

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do any wall-mounted objects such as drinking fountains, fire extinguishers and displays present a safety hazard?<br>[Objects projecting more than four inches and located between 27 inches and 80 inches from the floor are considered hazardous for people using guide dogs or canes.] | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Interior Levels

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are all levels and doors of your facility accessible to people with mobility limitations?   | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If you provide a public elevator or lift, is it equipped with Braille on control panels and with floor numbers outside the door and on door jams?                           | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are elevator call buttons accessible from a wheelchair?<br>[Highest control should be no more than 48 inches from floor for front approach or 54 inches for side approach.] | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the elevator door close slowly?  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Safety

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are fire alarms equipped with visual warning lights and mounted 80 inches above the floor? | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there an identified refuge/holding area for people with disabilities to await rescue?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there an evacuation plan for people with disabilities?                                  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Food Service

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is food service (cafeteria, restaurant, vending machines, concessions) available within this facility for the public? | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If yes, are tables and tray counters 36 inches or lower to accommodate a wheelchair?                                  | N/A                      | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Stages & Dressing Rooms

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is the backstage area accessible?  | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does your facility provide accessible dressing rooms for performers?                               | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there an unobstructed route from the stage or performing area to the dressing room?             | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the spaces wide enough (entry 36 inches, room diameter 60 inches) to accommodate a wheelchair? | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there open knee space under the dressing table?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are makeup mirrors adjustable?   | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are lighting switches and electric receptacles accessible for a person in a wheelchair?            | N/A                      | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# PART V Developing Your Accessibility Plan

Completion of the preceding audit will become a foundation for your accessibility planning. Your Board of Directors and your group of accessibility advisors must now move forward to develop a logical, realistic Accessibility Plan to implement improvements and help your organization achieve its goals.

You may be wondering, “should we contract with a certified accessibility consultant who is versed in the legal requirements of the Americans with Disabilities Act?” This is a decision for each organization to make, based on the needs you identify. If you uncovered weaknesses in your employment policies or if you anticipate making capital improvements, leasing or purchasing new facilities, or making significant changes in your programming, then guidance from an outside expert is advisable.

## Next Steps

1. Use the Accessibility Plan Worksheet, pages 19-20, to identify issues you need to address. These issues will guide you in determining what modifications you should make to your organizational policies, your programs and services and your facilities.
2. Prioritize needed modifications into a) those that are easily and readily achievable, and b) those that will require long-term implementation strategies to be incorporated into your organization’s overall long-range plan.
3. Prepare an accessibility plan for review and adoption by your board of directors. This plan will become an important document for demonstrating your good-faith efforts to move toward full accessibility.
4. Make accessibility—maintaining it, improving it—part of your project and organizational planning.

# PART VI Resources



## **Minnesota Resources to Assist in Alternative Format Communications**

### **For people with visual impairments**

State Services for the Blind  
2200 University Avenue West #240  
St. Paul, MN 55114  
Metro Twin Cities Area (Voice) 651-642-0500  
Metro Area (TTY) 651-642-0506  
Toll free in MN (Voice) 1-800-652-9000  
Toll free in MN (TTY) 1-888-665-3276  
[www.mnssb.org](http://www.mnssb.org)

Volunteer Braille Service, Incorporated  
1710 Douglas Drive, #102  
Golden Valley, MN 55422  
Braille Transcription: Cindi Laurent, (763) 544-2880  
[www.vbsmn.org](http://www.vbsmn.org)  
e-mail: [vbsbrl@aol.com](mailto:vbsbrl@aol.com)

### **For people who are deaf or hard of hearing**

To place a call to a person who is deaf when you do not have a TTY:  
Minnesota Relay Service: Dial 7-1-1 (or 1-800-627-3529)

To arrange for an interpreter:

Communication Services for the Deaf  
2055 Rice St.  
St. Paul, MN 55113  
651-224-6548  
877 456-7589  
[www.C-S-D.org](http://www.C-S-D.org)  
Email: [interpretingstpaul@C-S-D.org](mailto:interpretingstpaul@C-S-D.org)

Dynamics Communications-ASL  
6517 Hunter Rd.  
Corcoran, MN 55340  
763-478-8963 (Voice)  
763-478-3039 (TTY)  
[www.aslis.com](http://www.aslis.com)  
e-mail: [info@aslis.com](mailto:info@aslis.com)

## Resources to Assist in Developing Accessibility Plans

Organizations and individuals that can help you locate resource people and develop access plans or that can provide other information in disability-specific areas include:

### Minnesota Resources:

Craig Dunn

VSA arts of Minnesota  
528 Hennepin Avenue, Suite 305  
Minneapolis, MN 55403  
612-332-3888 or 1-800-801-3883  
www.vsaartsmn.org  
e-mail: info@vsaartsmn.org

ADA Coordinator  
Metropolitan Regional Arts Council  
2324 University Avenue West, Suite 114  
St. Paul, MN 55114  
651-645-0402  
www.mrac.org  
e-mail: mrac@mrac.org

Minnesota State Council on Disability  
121 East 7th Place, Suite 107  
St. Paul, MN 55101  
651-361-7800 or 1-800-945-8913 (V/TTY)  
www.disability.state.mn.us  
*Provides information, referral, advocacy  
and training related to the requirements and  
implementation of the ADA and the Minnesota  
Human Rights Act.*

ADA Coordinator  
Minnesota State Arts Board  
400 Sibley Street, Suite 200  
St. Paul, MN 55101  
or 1-800-8MN-ARTS  
www.arts.state.mn.us  
e-mail: msab@arts.state.mn.us

State Services for the Blind  
2200 University Avenue West  
St. Paul, MN 55114-1840  
651-642-0500 or 1-800-652-9000  
651-642-0879 for communications services

Metropolitan Center for Independent Living  
1600 University Avenue West  
St. Paul, MN 55104-3834  
651-646-8342 or 651-603-2001 (TTY)  
www.mcil-mn.org  
e-mail: mcil@mcil-mn.org

Minnesota STAR Program  
358 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
651-296-2771 or 1-800-657-3862  
651-296-9478 or 1-800-657-3895 (TTY)  
651-282-6671 (Fax)  
www.admin.state.mn.us/assistivetechology  
Provides information on the ADA and its  
impact on people with cognitive disabilities.

PACER Center  
(Parent Advocacy Coalition for Educational  
Rights)  
8161 Normandale Blvd.  
Blomington., MN 55437  
952-838-9000 (Voice)  
952-838-0190 (TTY)  
Toll free Greater MN 1-800-537-2237  
Provides workshops, referrals and  
information on the ADA.  
www.pacer.org

Access to Theater Project  
VSA arts of Minnesota  
528 Hennepin Avenue, Suite 305  
Minneapolis, MN 55403  
612-332-3888 or 1-800-801-3883  
e-mail mn@vsarts.org

## Resources to Assist in Developing Accessibility Plans

Deaf and Hard of Hearing Services  
Mailing Address: 444 Lafayette Rd. N.  
St. Paul, MN 55155-3814  
651-297-1316 Voice/VP (Twin Cities)

Regional Deaf and Hard of Hearing Services:  
Bemidji: (218) 333-8283 or (888) 663-8329  
Duluth: (218) 723-4962 or (888) 234-1322  
Mankato (507) 389-1626  
Moorhead: (218) 291-5880 or (800) 456-7589  
Rochester: (507) 285-7295 or (800) 311-1148  
St. Cloud: (320) 255-3502 or (800) 456-3690  
Virginia: (218) 748-2253

### National Resources:

Great Lakes Disability and Business  
National Technical Assistance Center  
1640 West Roosevelt Road (M/C 626)  
Chicago, IL 60608  
1-800-949-4232  
Provides technical assistance and information  
about the ADA and distributes ADA materials  
developed by the federal government.  
[www.adagreatlakes.org](http://www.adagreatlakes.org)

Equal Employment Opportunity Commission  
1801 L Street NW  
Washington, D.C. 20507  
1-800-669-3362 (for publications)  
1-800-669-4000 (for answers to questions)  
1-800-669-6820 (TTY)  
[www.eeoc.gov](http://www.eeoc.gov)  
e-mail: [info@eeoc.gov](mailto:info@eeoc.gov)  
Provides technical assistance and information  
on Title 1 (employment).

Job Accommodation Network  
P.O. Box 6080  
Morgantown, WV 26506  
1-800 232-9675  
(877) 376-6205 (TDD)  
Answers questions about the ADA and other  
disability legislation and public access.

U.S. Access Board  
1331 F Street NW, Suite 1000  
Washington, D.C. 20004  
1-800-872-2253 (Voice)  
1-800-993-2822 (TDD)  
[www.access-board.gov](http://www.access-board.gov)  
A federal agency committed to accessible  
design.

The Arc, National Headquarters  
1010 Wayne Ave, Suite 650  
Silver Spring, MD 20910  
1-800-433-5255 or 817-261-6003  
[www.thearc.org](http://www.thearc.org)  
Provides information on the ADA and its  
impact on people with intellectual and  
developmental disabilities.

National Endowment for the Arts  
Office for AccessAbility  
1100 Pennsylvania Avenue NW  
Suite 523  
Washington, D.C. 20506  
[www.arts.gov/resources/accessibility](http://www.arts.gov/resources/accessibility)  
202-682-5530  
202-682-5496 (TDD)  
The advocacy-technical assistance arm  
of the Arts Endowment to make the arts  
accessible for people with disabilities,  
older adults, veterans, and people living  
in institutions.

## Publications

**The Americans with Disabilities Act: From Policy to Practice**, by Jane West. Published by Milbank Memorial Fund, New York, 1991.

**The Americans with Disabilities Act: A Guide for People with Disabilities, Their Families, and Advocates.** Peer and Family Training Network Project on the ADA. Available through PACER Center, 4826 Chicago Avenue South, Minneapolis, MN 55417, 612-827-2966.

**Americans with Disabilities Act: Questions and Answers.** Available from U.S. Department of Justice, P.O. Box 66118, Washington, D.C. 20035-6118, 202-514-0301.

**The Americans with Disabilities Act: Your Responsibilities as an Employer, and The Americans with Disabilities Act: Your Rights as an Individual with a Disability.** Available from Equal Employment Opportunity Commission, 1801 L Street NW, Washington, D.C. 20507, 1-800-669-3392.

**Americans with Disabilities Act Handbook.** Published by Equal Employment Opportunity Commission and U.S. Department of Justice, 1991. Available from U.S. Government Printing Office, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

**Building Access Survey.** Available from Minnesota State Council on Disability, 121 East 7th Place, Suite 107, St. Paul, Minnesota 55101, (612) 296-6785. Contains detailed facility code information.  
**Checklist for Readily Achievable**

**Barrier Removal.** Available from regional Disability and Business Technical Assistance Centers, 1-800-949-4232.

**Design for Accessibility: An Arts Administrator's Guide.** Published by National Endowment for the Arts, 1994. Includes a 58-page site survey tool. To obtain portions of this useful guide, contact Craig Dunn, VSA arts of Minnesota, 612-332-3888 or 1-800-801-3883.

**Disability Access Symbols Project.** To obtain brochure with PC or MAC disk containing access symbols, contact Graphic Artists Guild Foundation, 90 John Street Ste. 403, New York, NY 10038-3202, 212-791-3400 (also you can download the symbols from their website at [www.gag.org/das](http://www.gag.org/das)).

**Doing Business in Compliance with the ADA.** Available from Foundation on Employment and Disability, 310-214-3430.

**Pamphlets on Title III (Public Accommodations).** Covers accessibility requirements in outpatient health care, automotive centers, grocery stores, recreation/fitness centers, retail stores and restaurants. Available from Council of Better Business Bureaus Foundation, 703-247-3655 (Voice), 703-247-3656 (TDD).

**Technical Assistance Manual on the Employment Provision of the Americans with Disabilities Act.** Published by Equal Employment Opportunity Commission, 1991. Available from U.S. Government Printing Office, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

## Advertising Accessibility

If you have spent time, energy and money making your program or facility accessible, you'll want to get the word out. The Disability Access Symbols Project can help. The project developed the first graphics package that can be used to advertise the access accommodations you have made. Twelve symbols are available on 3.5" double density

- Information Symbol
- Live Audio Description
- Sign Language Interpreted
- Accessible Print (18 pt. or larger)
- Braille Symbol
- Volume Control Telephone
- Audio description for TV, Video & Film
- International Symbol of Accessibility
- Telephone Typewriter (TTY)
- Assistive Listening Systems
- Access (other than print or braille) for individuals who are blind or have low vision
- Closed Captioning (CC)

The symbols may be used in press releases, brochures, signs, forms, maps, floor plans, advertisements and newsletters. The brochure that accompanies the disk explains how to use the graphics effectively. The project was produced by the Graphic Artists Guild Foundation with support from the Office of Special Constituencies, National Endowment for the Arts.

To obtain copies of the brochure with either PC or MAC disks, send \$12.95 plus \$3.50 shipping and handling to Graphic Artists Guild Foundation, 90 John Street, Ste. 403, New York, NY 10038-3202, 1-800-500-2672. You can also download the symbols from their website at [www.gag.org/resources/das.php](http://www.gag.org/resources/das.php).



# ACCESSIBILITY PLAN WORKSHEET

Organization: \_\_\_\_\_ through \_\_\_\_\_  
 Accessibility Plan for: \_\_\_\_\_ (date) \_\_\_\_\_ (date)

Accessibility Plan Statement: \_\_\_\_\_

Issues or Areas of Concern Identified in the Audit ("no" responses)	Priority	Steps or Measurable Objectives	Target Completion	Responsible Manager
<b>Policies:</b> 1. 2. 3. 4. 5.				
<b>Program &amp; Services:</b> 1. 2. 3. 4. 5.				

Issues or Areas of Concern Identified in the Audit ("no" responses)	Priority	Steps or Measurable Objectives	Target Completion	Responsible Manager
Facili-				
<b>Implementation Issues:</b> 1. 2. 3. 4.				

Date of Survey: \_\_\_\_\_

Surveyors: \_\_\_\_\_ (name) \_\_\_\_\_ (title)

\_\_\_\_\_ (name) \_\_\_\_\_ (title)

\_\_\_\_\_ (name) \_\_\_\_\_ (title)

Board Approval: \_\_\_\_\_ (name) \_\_\_\_\_ (title)

Date of Board Approval: \_\_\_\_\_

Scheduled Accessibility Plan Review Date: \_\_\_\_\_