



parks · recreation · cultural services

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**SPECIAL EVENTS**

**SPECIAL EVENTS  
ADA & CITY  
ACCESSIBILITY  
REQUIREMENTS  
ADDENDUM**

Office of Special Events · 1401 Recreation Way · Colorado Springs, CO 80905  
719.385.5940 · Parks&RecOfficeofSpecialEvents@coloradosprings.gov  
[www.coloradosprings.gov](http://www.coloradosprings.gov)

## Please See full special event guide for all other information - this guide focuses on ADA and City Accessibility Requirements and Considerations.

As required by the federal Americans with Disabilities Act of 1990, as amended, 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.

### EVENT PLANNING

#### Accessibility Planning

Planning for accessibility from the beginning improves the chances of creating an event that is enjoyable for all participants. Efforts to provide access after critical decisions have been made, such as site selection, may result in “add-on” solutions that may be less effective or more costly than necessary. Review the entire process of producing the event often to ensure that accessibility is provided and maintained. We encourage you to assess sites, identify barriers, and determine what kinds of modifications may be needed by using the checklist at [ADAChecklist.org/Checklist](http://ADAChecklist.org/Checklist). Please make sure you also understand all of the ADA information contained in this document. We also recommend you review the [ADA Network Special Event Guide 2015.pdf](#) for more information on any of the below areas.

### PARKING

#### Parking Plan

Your parking plan should identify private and public areas available for event parking. Accessible locations should be considered and clearly marked on your site plan.

#### Meter Hoods

To help prevent unauthorized parking within the designated event area and time, metered parking stalls may be temporarily hooded. The submitted parking plan and map must include all streets that will be hooded, designated accessible parking areas, and indication of which side of the street(s) is to be hooded.

#### Accessible Parking

Accessible spaces can be existing accessible on-street or off-street spaces depending on event location or must be created and held in reserve for people with disabilities. If necessary, temporary accessible spaces can be created in permanent paved lots, dirt lots, or fields. Accessible parking spaces should be located where the surface is level, firm, stable and slip resistant. Use traffic control cones and/or barricades to set aside accessible parking areas and designate each space with a sign displaying the accessibility symbol. Accessible parking and drop-off points must be located on the closest accessible route that connects to accessible entrances. Please note, if you are providing shuttle services, then your shuttle must be accessible, along with your pickup and drop off locations, or you must be able to provide close accessible parking.

### ACCESSIBLE ROUTES

#### Accessible Routes

An accessible route for your event is critical to the successful use of a site. A single continuous

accessible pedestrian path should always be at least 36" wide, smooth, as level as possible, and without low or overhanging hazards or projections. Avoid surfaces that are unstable, (which may result in slipping), rough, steep, or grated with openings wider than ½ inch, thick piled carpet, or routes having small abrupt vertical changes that may make it difficult for citizens with mobility disabilities to navigate.

## EFFECTIVE COMMUNICATION

### **Effective Communication**

Citizens with disabilities may need aids or services from materials in large print, Braille, audio format, readers, American Sign Language Interpreters, written material, captioned videos, assisted listening devices, and/or other types of auxiliary aids to participate in your event. Consider the barriers these citizens may face in participating in your event.

When advertising your event, communicate directions, provide guidance on event programming, agendas, information about the accessibility of your event, how to locate accessible parking, and the location of accessible restrooms are some, but not all, of the factors to take into consideration. Remember, publicity materials should include appropriate symbols of accessibility to indicate various features, aids, or services. When publishing publicity materials, consider multiple ways of communication, including broadcast media, internet-based communication, print media, and radio broadcasts.

The type of assistance needed will depend on several factors, including the individual's needs and preferences, as well as the nature of the event or activity. We encourage you to utilize organizations such as the Rocky Mountain ADA Center or the City of Colorado Springs' Office of Accessibility to ensure effective communication needs are being met.

## ANIMALS & PETS

Leashed pets are permitted in public parks and open spaces. It is the responsibility of the animal's owner/caretaker to remove any excrement from the park and properly dispose of it elsewhere. Event organizers may choose whether they wish to allow animals at their event.

### **Service Animals**

Service animals will be allowed to accompany individuals with disabilities. Service animals must be under harness/leash/tether control unless doing so interferes with its work for the person with a disability, in which case they must be under voice control. All recognized service animals must be dogs other than a limited exception for miniature horses.

## WASTE MANAGEMENT

The plan can be a map or a detailed description but must include information about where and when waste services will be available. Most major events will be required to contract for trash removal and portable restroom services.

### **Portable Restrooms**

The City of Colorado Springs recommends two (2) chemical or portable toilets for every 250 people. This figure is based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in

each cluster must be accessible. Accessible units must be located on, and the door oriented towards an accessible route (sidewalk/parking lot/hard surface), and equipped with all the accessible elements such as maneuvering space, grab bars, toilets 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. More information on proper portable restroom placement can be found in our [Porta Potty Placements and Basic Guidance](#) document. We reserve the right to request accessible portable restrooms found not compliant with accessible route requirements to be moved at any time prior to or during the event. Coordinate porta potty vendors and placements with the City Office of Accessibility in advance of the event if unsure.

## **Trash**

The City of Colorado Springs recommends one (1) trash receptacle and one (1) recycling bin per 500 people. This figure is based upon the maximum number of attendees at your event during peak time. Your waste management plan should concentrate services in areas where participants and spectators will stage. At least 1 trash receptacle and recycling bin should be on an accessible route.

## **STAFF AND VOLUNTEERS**

### **Staff and Volunteers**

Staff and volunteers should have a basic awareness of and sensitivity to disability issues. Ensuring that your staff and volunteers have clear direction regarding persons with disabilities is critical to hosting an inclusive and accessible event. You are encouraged to advise staff as follows:

- View an individual in terms of the whole person and not just the disability
- Avoid being anxious or overly protective; people will let you know what they need
- Some people will need extra time to move, speak, perform a task, or participate in an activity
- Ensure your staff is aware of accessible features at your event, such as accessible toilet rooms, accessible parking, and any auxiliary aids or assistive technology secured for your event

### **Other Considerations**

It is critical to consider other potential barriers to accessibility and safety in preparing for your event. Make sure electrical cords are off of the accessible route (or properly secured with a cable ramp or heavy-duty tape), that tent and tarps are secured, and providing an accessible method to access services such as event information and ticketing will enable participants with disabilities enjoy a safe and accessible experience at your event.

The following resources are available for more information regarding ADA requirements:

Rocky Mountain ADA Center

[www.ADAInformation.org](http://www.ADAInformation.org)

800.949.4232

The Office of Accessibility

30 South Nevada Ave, Suite 301

Colorado Springs, CO 80902

[Office of Accessibility | City of Colorado Springs](#)

719-385-5175