



Accessible Venue Assessment Checklist

Printing this document single-sided will make it easy to flip between pages to complete during an assessment.

Date of Assessment: _____

Name of Venue: _____

Address of Venue: _____

Maximum Capacity of Venue: _____

Name of Person Doing Assessment: _____

Email and Phone Number of Person Doing Assessment: _____

RECOMMENDATION: *(This should be determined once the assessment checklist on the following pages has been completed.)*

Yes, this venue has most or all ideal accessible features with no concerns

Yes, this venue has some or most ideal accessible features, with some concerns (see notes in *Checklist*)

No, this venue is missing several ideal accessible features. (see notes in Checklist) Summary of Accessibility

Concerns: _____

Please check this box if this Checklist contains additional information for planners (such as what sound system components are available, what transit options serve the venue, etc.).

Introduction

Choosing a venue for a program, service, meeting, or event that includes the public is an important step in the planning process and requires careful consideration of the target audience and their needs. **All City programs and services should be located in accessible spaces, even when not held in City-owned/leased facilities.** As such, City event organizers should carefully review any venue being considered as a location for a City-sponsored program, service, event or meeting. An accessibility assessment has several steps – and is entirely doable! This Checklist is designed to guide you through that assessment process.

This Checklist contains information needed to assess a venue for accessibility, including guidance on when a venue would NOT be considered appropriately accessible. Staff should do an in-person site-visit using this Checklist and some simple tools (a measuring tape, a bubble level, and a door pressure gauge) to evaluate the extent to which the venue has ideal accessible features. If a venue

does not meet most or all of these ideal accessible features, it should not be considered an appropriate, accessible venue for City sponsored programs, services, events or meetings.

There are additional accessibility features that may be needed to remove specific barriers to participation which should be considered and are included in this Checklist. Even if the venue meets most or all of these ideal accessible features, it still may not be an appropriate location for your target audience. **Consider the whole of this assessment in making your determination of the appropriateness of a venue.**

Some of the information you learn through this assessment process will be valuable for the planner to know as they put together the details of the program, service, meeting, or event. There are places called out within this Checklist for you to add helpful information to pass along to planning staff.

Special Considerations for Older Buildings

It is common for older buildings to have physical characteristics that can make it difficult to retrofit for accessibility. The age of a building does not relieve the City or its partners from accessibility requirements. If the space cannot meet most or all ideal accessible features – even temporarily – it should not be considered appropriate for a City program, service, event, or meeting.

Transportation, Parking and Arrival Points

An accessible site starts with the location. It should be served by public transit and the route from the transit stop to the venue should be accessible, especially for people with mobility issues. The route to the venue should also be clearly marked and accessible, even for those who are blind or have low vision. The arrival point at the venue should be accessible, and include parking, a sidewalk, walkway or ramp. **(NOTE: If the venue is NOT served by public transit or the route from public transit is not accessible, consider choosing a venue with a public transit option to improve equity of access.)**

An accessible route should exist from the street to the event and all event activities. The route from the sidewalk to the venue should be an unobstructed path that is firm, stable and slip resistant and as level as possible, connecting all accessible features. It may include paths, sidewalks, ramps and/or elevators. **GRASS AND GRAVEL ARE NEVER part of an accessible route.** Once inside the venue, there should be an accessible route to accessible spaces and elements within the building. **STAIRS AND ESCALATORS ARE NEVER part of an accessible route.**

In the unusual situation in which the main route to the event is not accessible, directional signage to the accessible route should be provided.

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
Is there a bus or rail route(s) close to the venue that will be operational before, during and after your event?	Within 1-2 blocks is ideal		Identify which transit routes serve the venue so that information can be used in publicizing your event.	
Is the route from the public transit stop to the venue entrance accessible?	<ul style="list-style-type: none"> • Choose a venue with sidewalks that are the most accessible, including the widest path or travel. Ideal if curb ramps are available. • Look for path surfaces that are firm, stable, slip resistant and not too steep 		<u>Lack of curb ramps could pose a barrier for individuals with mobility issues.</u>	

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
<p>If there is parking at the venue, review the number of accessible spaces, and parking availability in general.</p>	<p>If the venue includes on-site parking, the following should be present:</p> <ul style="list-style-type: none"> • Lots with 1-25 spaces should have at least one accessible spot and it should be van accessible. • The parking space and access pathway should be as level as possible. 		<p>NOTE: Van-accessible parking spaces should include enough space on at least 1 side to deploy a ramp and exit the vehicle safely using a wheelchair.</p> <p>If there is no on-site parking, it's recommended you include that in your event promotion material.</p>	

<p>Is the passenger loading zone accessible?</p>	<ul style="list-style-type: none"> • As level as possible • Has a curb ramp • Is near the accessible entrance 		<p>NOTE FOR LARGE EVENTS: Large events, such as Bumbershoot, often designate spots as load/unload zones for car- and ride share services (such as Lyft, GIG Uber, etc.). If these zones are located in accessible parking or load/unload areas, alternate accessible parking and load/unload zones should be provided and well-marked.</p>	
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Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
<p>Is there a safe, accessible drop-off spot for Access Vans or other accessible transportation?</p>			<p>If this area is not well marked, consider providing directions when publicizing the event and/or providing signage at the venue location.</p>	

<p>Is there an accessible route from the street/parking lot to an accessible entrance?</p>	<ul style="list-style-type: none"> • Choose a venue with sidewalks that are the most accessible, including the widest path or travel. Curb ramps ideally present. • Look for path surfaces that are firm, stable, slip resistant and not too steep 			
<p>Is there adequate wayfinding signage into the event?</p>	<p>All public events should have signage to direct the public to the location.</p>		<p>If the main route to the event is not accessible, directional signage to the accessible route should be provided.</p>	
<p>Question</p>	<p>Ideal Accessible Features</p>	<p>Yes/No/NA</p>	<p>Notes</p>	<p>Notes about Venue</p>
<p>For evening events, is there good lighting in the parking area and the route to the entrance?</p>			<p>It may be difficult to assess this during the day, but review the area for light fixtures, street lighting, etc. Consideration of the safety, and real or perceived vulnerability of your attendees, is important to the success of your event.</p>	

Building Considerations

Entrances/Exits/Hallways

The building entrance/exit should be at ground level or served by a ramp, elevator, or lift. Whenever possible, the accessible building entrance should be the main entrance used by everybody. When this is not possible, directions to the accessible entrance should be clearly identified with signage. Accessible means everyone can enter, move around in, and utilize the building or facility.

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
Is the entrance accessible?	<p>*Ideally all conditions should be met to be deemed an accessible entrance:</p> <ul style="list-style-type: none"> • The pathway to the entrance is at ground level OR served by a ramp, elevator or lift. • At least 1 door (or 1 side of a double-leaf door) provides at least 32 inches clear passage width. • Venue has accessible entrances and not just revolving doors, revolving gates, or turnstiles. • A minimal amount of strength/pressure is needed to open the door OR an automatic door opener is present and operational OR • The event will have a greeter to assist with opening the door. 		Best practice for the opening force needed on exterior doors is “as minimal as possible” and is typically expressed as between 8.5 – 10 lbs. of force.	

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
<p>Are non-accessible doors marked with appropriate directions to an accessible entrance?</p>	<p>If NO, you will need to provide temporary signage when using the venue.</p>			
<p>Do attendees need to call someone for entrance using a designated phone or intercom system? For example, if planning to use a meeting room in a condo building and participants must use an intercom system to request entry to the building.</p>	<p>If YES, you will need to make alternative arrangements, such as having a greeter at the entrance to assist people who have low vision or hearing. The greeter should be trained in accessibility issues and how to assist people with various disabilities.</p>		<p>It's recommended you alert venue staff of your event, especially if you don't have a greeter.</p>	
<p>Is there good lighting at both the interior and exterior of the entrance and in the hallways?</p>			<p>Consideration of the safety, and real or perceived vulnerability of your attendees, is important to the success of your event.</p>	

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
Are all interior pathways free of protruding objects?	Any object – permanent or temporary with edges between 27 and 80 inches in height above the finished floor – cannot protrude more than 4 inches out from a wall. Protrusions beyond 4 inches create a safety hazard, particularly for people who are Blind or with low vision. Objects mounted with their leading edges at or below 27 inches above the finished floor may protrude any amount.		You can temporarily mitigate a protruding object hazard by placing something permanent or too heavy to move on the floor underneath the object; this makes it detectable by someone with low vision using a cane.	
Is there adequate way-finding signage in the building, including elevators, meeting rooms and restrooms?	Signs should be installed at a height to be seen from both a sitting and standing position.		BEST PRACTICE: Place all signs so the top is not higher than 60 inches and the bottom is not lower than 48 inches above the floor.	

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
Is the flooring free of uneven surfaces, thick carpeting, throw rugs or other obstructions?	<p>For the safe travel of all participants, including people using wheelchairs or other mobility aids, such as canes or walkers:</p> <ul style="list-style-type: none"> • the floors should be even, • carpeting should be thin enough not to impede wheelchair movement (no shag or deep pile), and • there should not be throw rugs or other obstructions that could cause a fall or other injury or impede travel. 		If any of these conditions exist and cannot be remedied, the venue is not appropriate for use.	
<p>BEST PRACTICE: Having someone who is trained and comfortable assisting people with disabilities at the entrances to welcome and guide guests.</p>				

Room Considerations

Space Layout/Seating

The layout of a space and the seating arrangements used will have significant impact on the success – and safety – of your event. In addition to having a safe space within which to travel, you also must plan for everyone to be able to see and hear everything presented and have access to any materials, food or drink provided.

Lighting

Poor lighting can impact everyone's ability to see presentations and materials. Many spaces we use were not originally designed for the use we have in mind now. Paying attention to lighting conditions when selecting a venue can greatly impact the success of your program, service, event or meeting.

Sound

The ability to hear what is happening and being said around you is a fundamental requirement for participation in any program, service, event or meeting. Even for people with no hearing loss, outside noise or poor room sound quality can make hearing difficult. Careful evaluation of a space's "sound" is needed to make good space choices. **TIP: It is helpful to have another person with you. Stand in different parts of the space and have one person speak in a normal tone of voice to test how the sound carries. Is there an echo? Does outside noise interfere with hearing in any part of the space? Make notes of anything you learn that would help planners arrange the room in the best manner for good sound.**

Communications

Any communications access provided should also provide accessible options/alternatives.

Information communicated to the public visually should also have an auditory delivery option, just as information communicated orally should have a visible option. This means that if the event schedule is being announced orally, it should also be shown visually (in written format, through real-time captioning or on a reader board, for example.)

Public phones are exceedingly rare; however, if public phones are provided, at least one of them should meet accessibility standard for height and reach requirements.

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
Is there enough space for both the speaker and an ASL Interpreter to stand together?	ASL interpreters and speakers should be close enough together that a participant can see both at the same time, and they can be included together in any video recording made of the speaker.		If it will be impossible to place the speaker and ASL interpreter in close proximity, the venue may be considered inappropriate for your use.	
Is there a dark background (wall) behind the space for ASL Interpreters?	A dark background ensures the Interpreters hands can be easily seen.		If the wall behind the ASL Interpreters is light-colored, a portable background may be used. For example, a “pole and drape” set up with a solid, dark color background.	

<p>Is there appropriate space and placement for a Real Time Captioning screen and captioner?</p>	<p>There must be adequate space for:</p> <ul style="list-style-type: none"> • Speakers • Presentation and caption screens • Interpreters and/or captioner <p>It is often the case that all these elements will be used together.</p>		<p>These elements should be close together so that participants can easily see all parts. If the main presentation area is too small, the situation should be fully discussed with organizers of the event to determine if the venue is appropriate.</p>	
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Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
<p>Is there the ability to set aside priority seating for anyone using Interpreters or Real Time Captioning?</p>	<p>Priority seating should still be in the main space – ideally just in front of the Interpreters and/or presentation/caption screens. They can be marked with signage on the seats themselves and/or around the priority seating area.</p>			

<p>Is there enough space between seating rows for wheelchair movement, service animals, and providing seating assistance?</p>	<p>In spaces where the seating is moveable and/or temporary, the room setup should allow space for easy access to all services/content.</p>		<p>In spaces where there is fixed (unmovable) seating and the answer to this question is NO, AND there is no appropriate, alternate space available for wheelchair seating, this space should not be used.</p>	
<p>If open house style or providing food, drinks and other materials, is there space to maneuver a wheelchair to all amenities?</p>	<p>In spaces where furniture is moveable, and space is available, the room setup should allow space for easy access to everything provided.</p>		<p>In spaces where there is fixed (unmovable) seating and other furniture, and the answer to this question is NO, the space should not be used.</p>	
<p>NOTE: If you are assessing an empty space or one that can be easily re-arranged, these items would be addressed in the setup of the venue. If you can provide observations, pictures, and/or notes to help with planning the set-up, please include those with this Checklist.</p>				

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
<p>Is the light in the space at a level that allows participants to easily see visuals (screens, handouts, charts, etc.)? If not, is there a way to adjust lighting conditions?</p>	<ul style="list-style-type: none"> • Can curtains or blinds be closed to adjust light coming in from a window? • Can some of the lights be turned off or on? • Can lights be adjusted to put more light in a needed area (spotlights for example)? • Can the layout of the space be changed to minimize the impacts of too much or too little light? 		<p>Pay attention to the placement of windows in the room and the effects sunlight may have on the ability to see screens, interpreters, speakers, etc.</p>	
<p>NOTE: Fluorescent lights (tube-style lighting) have been shown to affect some people negatively, including migraines, eye strain, and even seizures (in 3-5% of people with epilepsy.) People with certain disabilities can be especially sensitive to fluorescent lighting (including people on the Autism Spectrum.) If the venue uses predominately fluorescent lighting in the space, with no acceptable alternative, carefully consider if this is the right venue for your target audience.</p>				

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
How clear is the sound in the room?	<ul style="list-style-type: none"> • Is there an echo in the room? • Are there outside noises that cannot be controlled (e.g., traffic, playground, other building activities, fans, etc.)? 		<p>Ask the room coordinator how temperature is controlled. If fans are used, it may impact sound quality. Check to see if traffic noise is a challenge.</p> <p>If extraneous sounds cannot be avoided, acknowledge it may be difficult to hear clearly in the space.</p> <p>In smaller groups, usage of assistive listening devices can be helpful.</p>	

Is there a sound system and, if so, what components are available for use?			Some Assistive Listening Devices can be utilized with existing sound systems to greatly improve sound quality. Make a note of components that will be available for planning accommodations.	
Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
Does the room have a “hearing loop” system?	Hearing loops magnetically transmit sound to hearing aids and cochlear implants with telecoils (T-coils). While loop systems are not visible, usually a sign at the room entrance will indicate that it has been “looped.” You may need to ask the venue staff if there is a loop system present and working.		See Glossary at the end of this Checklist for reference symbols.	
NOTE: Electrical interference can hinder the use of Assisted Listening Devices (ALDs). Whenever possible, test an ALD in the room to see if interference is a challenge. affects the device. [Pocketalkers are especially good for this kind of testing and can be successful even if the person testing does not have a hearing loss.]				

Other Considerations

Question	Ideal Accessible Features	Yes/No/NA	Notes	Notes about Venue
Are restroom facilities accessible and well-marked?	<ul style="list-style-type: none"> • There should be a minimum of 1 ADA-compliant restroom available to everyone. This includes stall, sink and hand drying apparatus. The stalls should be marked with the ADA symbol (see Glossary at the end of this Checklist for reference symbols.) 		<p>At least 1 sink and hand-dryer should have room for a wheelchair to approach and use comfortably.</p> <p>If a baby changing station is present, ensure the table is closed to prevent a protruding hazard.</p>	
Is free Wi-Fi available?	Some communication devices utilize Wi-Fi; remote real-time captioning services require a good internet connection.		If YES, provide any needed login information at the venue to all participants (orally and visually).	

Question	Standard/Best Practice/Criteria	Yes/No/NA	Notes	Notes about Venue
Is there a space marked as appropriate for service animals to use to relieve themselves?	Service Animals must be permitted to always accompany their owners; these animals may need access to water and a place to relieve themselves. Owners are responsible for caring for their Service Animal.		If no such space is pre-identified, work with venue staff to identify an appropriate area and communicate that to owners of Service Animals attending your event.	

Glossary of Pictograms/Symbols



This is the ADA and A117.1-2009 (code) “approved” International Symbol of Accessibility (ISA) or Wheelchair symbol for locations where it must be displayed. This includes but not limited to parking spaces, restrooms, some entries etc. When the official ISA is used in Washington State it is required to be white on blue.



These ADA symbols are also used to indicate access for individuals with disabilities. They are frequently used for general information about accessibility. They should not be used when it is a requirement to have the official logo.



These symbols indicate that assistive listening systems such as infrared, loop, and FM systems are available. The first symbol, with the “T,” specifically indicates there is a telecoil-compatible loop system available.