

Accessibility Guidelines for Planning Events

All Grinnell College event organizers are responsible for ensuring that their programs, services, and activities are accessible. This document guides event organizers through the process and provides resources for providing accommodations.

Why is Accessibility Important?

Grinnell College values all members of our community, including students, faculty, staff, and visitors with disabilities. Considering accessibility and universal design when planning events benefits all participants.

Under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Iowa Civil Rights Act, Grinnell College is required to provide access to all qualified participants and to prevent discrimination on the basis of ability status.

What Events Must be Accessible?

Every type of program, service, and activity must be accessible to persons with disabilities including those held for the Grinnell College community and those open to the public. This includes Grinnell College sponsored activities held off campus. Event organizers must consider the access needs of people with various forms of disability.

Who is Responsible for Making an Event Accessible?

The organizer of the event or sponsoring organization is responsible for providing accommodations. Organizers should remember that accommodations can cost money and take time to arrange so should incorporate this into planning. Resources for event organizers are listed below.

Grinnell College also has an obligation to ensure accessibility of events that are sponsored by an outside person or organization held in a Grinnell College facility. Event organizers who are responsible for coordinating the use of Grinnell College spaces by outside groups, should discuss whose responsibility it will be to ensure accessibility and accommodation.

Accessibility Policy for Event Advertisements

All Grinnell College entities and organizations are responsible for ensuring that their publications, advertisements, programs, services, and activities are accessible.

All event advertisements (e.g., brochures, flyers, position announcements, web flyers, email blasts, Facebook event pages, etc.) must include a statement describing how to request accessibility accommodations. Advertisements should be posted far enough in advance to ensure that individuals with disabilities will have time to request accommodations. A sample statement is provided below.

“If you require an accommodation in order to attend or fully participate in this event, a request for accommodation should be made by [specific date] to [sponsoring department contact person, phone #, e-mail address].”

If a specific accommodation or access feature is already in place for the event (e.g., hearing loop, captioning, etc.) organizers should note that on the advertising. For example, *“The event is in a location with a hearing loop.”* or *“American Sign Language interpreting will be provided at the April 15th performance.”*

Providing Accommodations

If an accommodation request is made for a program, service, or event, the event organizer(s) must endeavor to provide reasonable accommodations. Typical accommodations include: preferential seating, hearing loop, captioned media, and alternate formats.

Event organizers can find additional information regarding accommodations and accessibility in the Event Accessibility Checklist.

Resources for Event Organizers

For questions regarding accommodations for college sponsored events please contact Autumn Wilke, Assistant Dean for Disability Resources.

For assistance with alternate formats contact Angie Story, Coordinator of Assistive Technology.

For questions regarding accessibility features of college spaces, including accessible parking, contact Rachel Bly, Director of Conference Operations and Events.