



# Addendum L – ADA Compliance Worksheet

## Application for Special Event

This worksheet has been produced to aid event organizers in planning equitable events. This document, along with the Special Event Application, are reviewed by the City of Bremerton to ensure that considerations for ADA compliance have been made. By following these criteria and guidelines, event organizers can create inclusive and accessible environments for all attendees, regardless of their abilities or disabilities. For additional information, please visit <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities>.

<b>1. Parking</b>	
a. Ensure that there are accessible parking spaces available for individuals with disabilities close to the event venue. These spaces should be marked with proper signage and comply with ADA standards.	
b. Ensure that accessible parking includes van-accessible spaces per ADA standards.	
c. If additional parking is provided for the event, accessible parking is required to be provided for the event. If no parking is provided for the event, an accessible passenger loading and unloading zone is required.	
<b>d. Stalls Provided</b>	
Number of ADA Stalls Removed	
Number of Standard Stalls Provided	
Number of ADA Stalls Provided	
Number of ADA van-accessible parking stalls	
Number of Van Accessible passenger loading and unloading zones	
<b>2. Restrooms</b>	
a. Ensure that restroom facilities are accessible, including the provision of accessible stalls with appropriate grab bars and sinks with accessible height.	
b. Five (5) percent of all portable toilets provided shall be accessible portable toilets in each grouping with a minimum of (1). For larger crowds, consider providing additional handicapped accessible restrooms. If a single unit is provided, it must be accessible.	
c. Identify accessible portable toilets with the international symbol for accessibility (ISA)	
<b>d. Restroom facilities provided</b>	
Number of Standard Portable Restrooms Provided:	
Number of ADA Compliant Portable Restrooms Provided:	
<b>3. Service Animals</b>	
a. The event shall allow service animals to accompany individuals with disabilities to the event. Staff shall be made aware of the ADA's requirements regarding service animals.	

<b>4. Seating Areas</b>	
a. Offer accessible seating options for individuals with disabilities. This should include companion seating and seating with a clear line of sight to the event.	
b. In the event an area such as a special grandstand is set aside for paid viewing, this area must also include accessible seating for wheelchair users who wish to buy tickets.	
c. Determine the required number of accessible seats based on the total seating capacity as follows:	
<ul style="list-style-type: none"> <li>• 4-25 Seats = at least 1 accessible space</li> <li>• 26-50 Seats = at least 2 accessible spaces</li> <li>• 51-300 Seats = at least 4 accessible spaces</li> <li>• 301-500 Seats = at least 6 accessible spaces</li> <li>• 500+ Seats = at least 6 accessible spaces plus 1 additional accessible space for each increase of 100 in total seating capacity.</li> </ul>	
d. If possible, distribute accessible seating throughout the space, rather than concentrating it in one area.	
e. Ensure a well-lit space for ASL interpreters and clear view for attendees.	
<b>f. Seating and Viewing</b>	
Number of ADA accessible spaces provided	
Number of ADA Viewing Areas/Platforms provided	
Number of American Sign Language Interpreters provided	
<b>5. Processing Event Accommodation Requests:</b>	
a. Process accommodation requests promptly and consider security concerns when reviewing requests.	
<b>6. Map Requirements</b>	
a. Map exhibits should include the following information.	
An accessible route must be maintained that leads from parking areas, public transportation stops, and drop-off points to the event entrance. Identify the route on a map exhibit.	
Accessible parking and restroom locations have been identified.	
Locations of ADA viewing areas/platforms.	