

PART TWO

FACILITY INTRODUCTION AND ASSESSMENT QUESTIONS

The Americans With Disabilities Act (ADA) requires that a public accommodation remove architectural barriers in existing facilities, where such removal is readily achievable, i.e. easily accomplished and able to be carried out without undo difficulty or expense. Where a public accommodation can demonstrate that barrier removal is not readily achievable, the public accommodation must still make its goods, services, facilities, privileges, advantages, or accommodations available through alternative methods.

Examples of alternatives and reasonable accommodations to barrier removal might include:

- 1) Box office staff can come to the patron with a clipboard-writing surface to complete the transaction where a box office counter is too high.
- 2) A videotaped tour of an inaccessible second level gallery that can be viewed on the first floor.
- 3) Relocating activities to accessible locations.

A public accommodation is urged to take measures to comply with the barrier removal requirements in accordance with the following order of priorities.

(Priority 1) First, a public accommodation should take measures to provide access to a place of public accommodation from public sidewalks, parking, or public transportation. For example, these measures include installing an entrance ramp, widening entrances, and providing accessible parking spaces.

(Priority 2) Second, a public accommodation should take measures to provide access to those areas of a place of public accommodation where goods and services are made available to the public. For example, these measures include adjusting the layout of exhibits, rearranging tables, providing Brailled and raised character signage, widening doors, providing visual alarms, and installing ramps.

(Priority 3) Third, a public accommodation should take measures to provide access to restroom facilities. For example, these measures include removal of obstructing furniture or vending machines, widening of doors, installation of ramps, providing accessible signage, widening of toilet stalls, and installation of grab bars.

(Priority 4) Fourth, a public accommodation should take any other measures necessary to provide access to the goods, services, facilities, privileges, advantages, or accommodations of a place of public accommodation.

PART TWO

FACILITY IN WHICH YOU HOLD YOUR PROGRAMMING

Complete the following section about the facility(s) in which you hold your programming. Please note: the facility section relates to your public spaces, and therefore does not relate to your administrative spaces.

<p>1. Do you OWN the facility(s) where you hold your programming and/or administer the primary function of your organization?</p> <p>If yes, list the venues below. You need to complete the Facility/Physical Accessibility sections for <u>each</u> venue you own.</p> <hr/> <hr/>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you own your facility you must complete all categories of this survey that relate to your facility. Be sure to fill all sections that relate to your work.</p>
<p>2. Do you LEASE the facility where you hold your programming and/or administer the primary function of your organization?</p> <p>If yes, list the venues below. You need to complete the Facility/Physical Accessibility sections for <u>each</u> venue you lease. Put a check in the <input type="checkbox"/> box if the venue has an up to date ADA plan.</p> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>When you lease a space, the responsibility for accessibility lies with both you and the landlord. Usually, responsibility can be determined by the lease agreements and the identification of which elements are “common areas” (e.g. parking lot, common area restrooms) and which areas are under the control of the tenant.</p> <p>It is your responsibility to make sure that you are presenting in an accessible space! Contact the leasing agent to see if they have done an ADA assessment of the facility. Request a copy for your files. If the assessment reveals areas of non-compliance, ask for their plan to comply and/or work with your landlord to develop a plan that outlines responsibilities to accomplish compliance.</p>
<p>3. Do you RENT the facility where you hold your programming and/or administer the primary function of your organization?</p> <p>If yes, list the venues below. You need to complete the Facility/Physical Accessibility sections for <u>each</u> venue you rent. Put a check in the <input type="checkbox"/> box if the venue has an up to date ADA plan.</p> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>It is your responsibility to make sure that you are presenting in an accessible space!</p> <p>Even if you are renting a facility, ADA regulations still apply. Contact the organization you are renting to see if they have done an ADA assessment of their facility. Request a copy for your files and to confirm the accessibility for your performance. If they have not done an assessment, offer to facilitate their process by providing them with a copy of this self-assessment or complete the assessment yourself. If the assessment reveals major areas of non-compliance, ask for their plan to achieve compliance. If they do not plan to be in compliance within a short time frame, it is recommended that you look for another space that is compliant as soon as possible!</p>

<p>4. Do you BORROW the facility where you hold your programming and/or administer the primary function of your organization?</p> <p>If yes, list the venues below. You need to complete othe Facility/Physical Accessibility sections for <u>each</u> venue you borrow to assess the overall accessibility of your performance venue. Put a check in the <input type="checkbox"/> box if the venue has an up to date ADA plan.</p> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other</p>	<p>Even if you do not pay a rental fee for your usage of a facility, ADA regulations still apply. It is your responsibility to make sure that you are presenting in an accessible space! Contact the organization you borrow from to see if they have done an ADA assessment of their facility. If they have, get a copy for your files and confirm the accessibility of your performance. If they have not done an assessment, offer to facilitate their process by providing them with a copy of this self-assessment. If they have done an assessment and have major areas of non-compliance, ask for their plan to comply. If they do not plan to be in compliance within a short time frame, it is recommended that you look for another space that is compliant!</p> <p>Use caution when borrowing church facilities. While churches that only serve their congregation do not need to comply with ADA <u>your program does need to comply.</u></p>
<p>5. Do you tour your programming to multiple venues?</p> <p>How many venues do you tour to? ____#</p> <p>If you tour to <u>four</u> or less venues, please list them below. You should obtain access information on all listed venues. Put a check in the <input type="checkbox"/> box if the venue has an up to date ADA plan.</p> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/> <p><input type="checkbox"/></p> <hr/>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Many organizations perform <u>annually</u> at major NJ venues as well as tour to a multitude of national venues. While ADA does not specifically define “touring company”, it makes clear that such entities are still responsible for ADA compliance. Therefore, the NJ Arts Access Task Force feels it is imperative that an organization does a thorough assessment of every venue that they plan on having an ongoing relationship with. It is recommended that you contact the organizations you perform in to confirm if they have done a self-assessment and have an <u>up-to-date</u> ADA plan. Ask for a copy of their plan. Many of the major venues in New Jersey are compliant and can provide you with necessary back-up information.</p> <p>Include information about each venue’s accessibility and how you have <u>determined and verified</u> the venues’ accessibility in your ADA plan.</p>

FACILITY BARRIER REMOVAL/ PHYSICAL ACCESSIBILITY

(Fill this section out for **each** facility that you identified above or secure a comparable assessment from the venue's landlord for your files)

FACILITY SURVEY DATE: _____ Surveyors: _____

Age of Building: _____

Has it been renovated recently? yes no If yes, when? _____

Describe renovation:

Did this improve access? yes no How?

Is the site you are surveying on or eligible for the local, state or national historic registers? yes no

PRIORITY 1: Accessible Approach and Entrance (ADAAG 4.1.2.)

GUIDANCE

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel and entrance should be safe and accessible for people with disabilities.

PARKING AND DROP OFF AREAS

(ADAAG 4.6)
(See Appendix Page x for ADAAG figures 9 & 10)

If you do not have a compliant parking or drop off area, be sure to outline in your ADA plan how you accommodate persons with disabilities.

1. Do you have an adequate number of accessible parking spaces?

Total Number of Parking Spaces on your property:

Yes
 No

Quantity

Total Number of ADA compliant spaces marked with the International Symbol of Accessibility and NJDOT fine schedule at 60" height?

An acceptable parking space must be at least 8 feet wide with a 5-foot access aisle, in the ratio of the table listed below:

- a) 1 to 25 parking spaces should have 1 accessible space
- b) 26-50 parking spaces should have 2 accessible spaces
- c) 51-75 parking spaces should have 3 accessible spaces
- d) 76-100 parking spaces should have 4 accessible spaces

For further space requirements of over 100 spaces refer to ADAAG 4.1.2(5a)

Quantity		
2. Do you have an adequate number of van-accessible spaces? <hr/> Quantity	<input type="checkbox"/> Yes <input type="checkbox"/> No	An accessible van space must be 8 feet wide with an 8-foot access aisle. At least one in every 8 accessible spaces shall be a van accessible space with a minimum of one van-accessible space in all cases.
3. Is a vertical clearance of 114 inches minimum clearance provided for a lift-equipped van? (ADAAG 4.6.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Is the designated accessible parking space the closest to the accessible entrance door? (ADAAG 4.6.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are each of the accessible parking spaces clearly marked with the International Wheelchair Accessibility Symbol and NJDOT Penalty sign at 60”? (ADAAG 4.6.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?	<input type="checkbox"/> Yes <input type="checkbox"/> No	It is good practice to implement a policy to check periodically for violators and report them to the proper authorities.
7. Do you have a designated drop off/ passenger-loading zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	While this is not part of ADA guidelines, this accommodation can be helpful for facilities without accessible parking and accessible route.
8. If you only have on-street parking is there an unobstructed curb cut/curb ramp wide enough for a wheelchair? (ADAAG 4.7)	<input type="checkbox"/> Yes <input type="checkbox"/> No	The curb ramp slope must not exceed 1:12. The flared sides should not exceed 1:10 slope.
ROUTE OF TRAVEL and ACCESSIBLE ENTRANCES (ADAAG 4.3, 4.6, 4.7, 4.13, 4.13.5, 4.13.6, 4.14)		If you do not have a compliant <u>route of travel and accessible entrance</u> be sure to outline in your ADA plan how you accommodate persons with disabilities.
1. Is there an unobstructed pathway from the parking lot or accessible street parking to the accessible entrance of your venue? (ADAAG 4.3, 4.6, 4.7, 4.13.5, 4.13.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	An exterior accessible route is a continuous, unobstructed path that does not require the use of stairs, is at least 36” wide, consisting of parking access aisles, curb ramps, crosswalks, walks, ramps and lifts.

		<p>In order to be detected by a person with a visual disability using a cane, an object must be within 27 inches off the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude 4 inches or less from the wall. (ADAAG 4.4.1)</p> <p>If protruding objects cannot be removed, place a cane detectable object on the ground as a warning barrier.</p>
2. Is someone assigned responsibility for keeping accessible routes free from ice and snow?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Often the accessible route is not maintained in inclement weather, which creates added barriers and hazards to people with disabilities.
3. Do you have a least one entrance that is accessible to persons with disabilities with a level platform (minimum 60" by 60") at the entry and a paved walk or ramp with a slip-resistant surface that is uninterrupted by stairs? (ADAAG 4.14)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note: Service entrances cannot be considered an accessible entrance unless it is the only entrance to the building (ADAAG 4.14.2)
4. Is your accessible entrance unlocked during hours when building is open to general public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Eliminate as much as possible the need for assistance- to answer a doorbell, to operate a lift, or to put down a temporary ramp. Ideally, an accessible entrance should be able to be used independently
5. Do signs clearly identify accessible entrances with the international accessibility symbol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Are signs displayed at all inaccessible entrances directing people to the nearest accessible entrance? (ADAAG 4.1.3[8d])	<input type="checkbox"/> Yes <input type="checkbox"/> No	Install signs near accessible parking and at inaccessible entrances so that persons with disabilities do not have to retrace their approach to your facility to find the accessible entrance.
7. Are the walkways to your entrance wide enough (at least 36") to accommodate a wheel chair? (ADAAG 4.3.3, 4.13.5, 4.13.6) Width: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Are all changes of level less than ¼" in height between the accessible parking and accessible entrance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Are there handrails (1¼" or 1½" diameter) at 34" – 38" high on both sides of the stairs? (ADAAG 4.8.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Handrails should have a continuous uninterrupted surface, to allow for constant hand contact from end to end without interruption (Except at doorways and

Diameter of handrail: _____ Height of handrails: _____		openings)
10. Do you have a non-slip ramp in addition to steps that has a running slope of no greater than 1:12? (ADAAG 4.8) Length of Ramp: _____ Rise/Height of Ramp: _____ Surface Type: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	The maximum length of a 1:12 ramp run shall be 30 feet, with a maximum of a 30 inch rise. Slope is given as a ratio of height to length. 1:12 means for every 1 inch of rise, there needs to be at least 12 inches of ramp length. An 8-inch step in height would require an 8-foot run of ramp. The maximum rise for any run shall be 30" in height. (See Appendix Page x for ADAAG Figures 11, 12, 13) Surfaces of ramps shall be stable, firm, and slip-resistant. Carpet maximum pile thickness shall be 1/2 " and shall be fastened to floor surfaces. Gratings shall have spaces no greater than 1/2".
11. Is there a 5-foot by 5-foot level landing for every 30-foot length of ramp run? Landing length: _____ Landing width: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	For every thirty-foot section of ramp there needs to be a level platform for resting. If the ramps change directions at landings, the landings must be a minimum of 5' by 5'.
12. Is there a level platform at the top and bottom of the ramp (minimum of 60" long by 42" wide)? (ADAAG 4.8.4) Length: _____ Width: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	There shall be, at a minimum, landings located at the top and bottom of a ramp or after each ramp run of 30 feet or more, or wherever a ramp changes direction.
13. Are there handrails (1¼" or 1½" diameter) at 34" – 38" high on both sides of the ramp? (ADAAG 4.8.5) Diameter of handrail: _____ Height of handrails: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Handrails should have a continuous uninterrupted surface, to allow for constant hand contact from end to end without interruption (Except at doorways and openings)
14. Is the door at least 36 inches wide?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is the threshold at the door less than ¼" high, or if a beveled edge, no more than ½ inch high? (ADAAG 4.13.8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If there is a threshold greater than ½ inch high, remove it or modify it with a ramp.
16. Are the doors in the accessible path able to be operated easily with one hand, with a closed fist, or by a person with a limited grasp or strength?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Do interior doors have a maximum opening pressure of 5 pounds? (ADAAG 4.13.11)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note: There are inexpensive force meters or a fish scale available to measure the force required to open a door.

PRIORITY 2: ACCESS TO PROGRAMS, GOODS AND SERVICES

Ideally, the layout of the building should allow people with disabilities to obtain programs, goods and services without assistance. This section includes all areas that are public spaces.

INTERIOR SPACES

If you do not have a compliant *interior space* be sure to outline how you accommodate persons with disabilities in your ADA plan.

1. Are there accessible doors leading to all of the following areas?: (ADAAG 4.13)

- Yes
 No

Check off the doors that are accessible:

- Men's Room Width: _____
 Women's Room Width: _____
 Unisex Restroom Width: _____
 Assembly Area Width: _____
 Seating Area Width: _____
 Gallery Width: _____
 Display Areas Width: _____

Note: accessible doors have the following characteristics:
(See Appendix Page xi for ADAAG Fig. 24)

- A. clear opening of 32 inches with the door open 90 degrees
- B. threshold edge is ¼ inch high or less or no more than ½ inch high if it has beveled edge
- C. latch can be opened easily with one hand, with a closed fist, or by a person with a limited grasp or strength
- D. doors have a maximum opening pressure of 5 pounds

2. Are the floor surfaces stable, firm and slip-resistant? (ADAAG 4.5)

- Yes
 No

Check type of surface:

- Carpet
 Ceramic tile, Marble, Terrazzo
 Wood
 Other: _____

Ground and floor surfaces along accessible routes and in accessible rooms and spaces including floors, walks, ramps, stairs and curb ramps, shall be stable firm, and slip-resistance. Carpet shall be securely attached; have a firm cushion, pad, or backing, or no cushion or pad and have a maximum pile thickness of ½ inch. Exposed edges of carpet shall be fastened to floor surfaces and have trim along the entire edge.

3. Are wall-mounted objects such as drinking fountains, fire extinguishers, and displays on accessible routes mounted so as not to present a safety hazard? (ADAAG 4.4.1)

- Yes
 No

Objects protruding 4 inches or more from the wall, located more than 27 inches above the floor, and/or are lower than 80 inches above the floor present a hazard for people using guide dogs or canes. (See Appendix Pages xii - xiii for ADAAG Fig. 8)

4. If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements? (ADAAG 4.30)

- Yes
 No

Permanent signs should be:

mounted with centerline 60 inches from floor

mounted on wall adjacent to latch side of door, or as close as possible?


have raised characters, sized between 5/8 and 2 inches high, with high contrast? (For room numbers, restrooms, stairs, and




		exits) <input type="checkbox"/> have Braille text of the same information. <input type="checkbox"/> have matte or other non-glare finish on characters and background
5. Are there accessible interior ramps, lifts or elevators provided at <u>all</u> changes in level throughout the public spaces? (ADAAG 4.3) Check off which apply: <input type="checkbox"/> Ramp <input type="checkbox"/> Elevator <input type="checkbox"/> Lift	<input type="checkbox"/> Yes <input type="checkbox"/> No	If goods and services are inaccessible to patrons with mobility disabilities, outline any reasonable accommodations you offer to provide access. For example, if a second floor exhibit is inaccessible, a videotape or a pictorial replication of the exhibit could be made available on the first level.
6. If there are interior ramps, do they have a running slope of no greater than 1:12 and a stable, slip-resistant surface? (ADAAG 4.8) Length of Ramp: _____ Rise/Height of Ramp: _____ Surface Type: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Slope is given as a ratio of height to length. 1:12 means for every 1 inch of rise, there needs to be at least 12 inches of ramp length. An 8-inch step in height would require an 8-foot run of ramp. The maximum rise for any run shall be 30" in height. Surfaces of ramps shall be stable, firm, and slip-resistant. Carpet maximum pile thickness shall be 1/2 " and shall be fastened to floor surfaces. Gratings shall have spaces no greater than 1/2".
7. Are there handrails (1¼" or 1½" diameter) at 34" – 38" high on both sides of the ramp? (ADAAG 4.8.5) Diameter of handrail: _____ Height of handrails: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Handrails should have a continuous uninterrupted surface, to allow for constant hand contact from end to end with out interruption (Except at doorways and openings)
8. If you provide a public elevator or lift, is it unlocked at all times the building is open?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
9. Do the interiors of elevator cabs have a minimum floor area of 51" x 68"?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	In an existing elevator, the min. floor area can be 48" x 48".
10. Is there a sign on both door jams at every floor identifying the floor in raised and Braille Letters. (ADAAG 4.10.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
11. Do the controls inside the elevator cab have raised and Braille lettering? (ADAAG 4.10.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

<p>12. Are there both visible and verbal or audible door opening/closing and floor indicators? (ADAAG 4.10.4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>1 tone= Up, 2 tones= Down</p>
<p>13. Are all elevator controls between 15 and 48 inches high (up to 54 inches if a side approach)? (ADDAG 4.2, 4.27.3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<p>All controls, dispensers, receptacles, and other operable equipment must be between 15 and 48 inches for a forward reach and between 9 and 54 inches if there is room for a side approach.</p>
<p>14. Does the elevator door close slowly?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<p>15. Is there a communication device in the elevator?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<p>BOX OFFICE/INFORMATION DESK/LOBBY AREA/ RECEPTION AREA/ CONCESSION STAND/ GIFT SHOP</p>		<p>If you do not have a compliant <u>box office, lobby area, reception area, etc.</u>, be sure to outline how you accommodate persons with disabilities in your ADA plan.</p>
<p>1. Do the service counters of your box office, reception desk, information desk, concession stand, gift shop and/or coatroom area have a portion of counter a maximum of 36 inches high and a minimum of 36 inches wide to accommodate a person in a wheelchair? (ADAAG 7.2[2])</p> <p>Area: _____ Width: _____ Height: _____ Area: _____ Width: _____ Height: _____ Area: _____ Width: _____ Height: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If your service counters are too high, and there are not immediate plans to remedy the counter, please be sure to identify a reasonable accommodation to serve a patron who is in a wheelchair. For example, a staff member will come around to complete the service transaction and will provide a clipboard for a writing surface.</p>
<p>2. Is the aisle in front of your customer service areas at least 60 inches wide and level to accommodate a turning wheelchair? (ADAAG 4.2.3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>A wheelchair requires a 5' circle or a T-shaped space in order to make a 360-degree turn. (See Appendix Page xiv for ADAAG Fig. 3)</p>
<p>3. Are the floor surfaces stable, firm and slip-resistant? (ADAAG 4.5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Ground and floor surfaces along accessible routes and in accessible rooms and spaces including floors, walks, ramps, stairs and curb ramps, shall be stable firm, and slip-resistance. Carpet shall be securely attached; have a firm cushion, pad, or backing, or no cushion or pad and have a maximum pile thickness of ½ inch. Exposed edges of carpet shall be fastened to floor surfaces and have trim along the</p>

		entire edge.
<p>4. Is your box office equipped with TTY/text telephone or does your staff know how to use a relay service in order to receive calls from patrons who are deaf or have hearing loss?</p> <p>List TTY #: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>While ADA Guidelines do not require your box office to have a TTY telephone, it is best practice to have a procedure in place to facilitate communication with your patrons who are deaf or have hearing loss, especially if you are offering services and/or special programming to this community. At minimum, all staff that communicates via phone with patrons should be aware of the relay service (they can be reached by dialing 711).</p>
<p>5. Do you have a procedure for training staff/volunteers in the use of TTY or relay service?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Whether calls are answered by TTY or Relay service, be sure to provide ongoing staff training, especially when there is high staff turnover and/or many part-time staff.</p>
<p>6. Do you have a sign in the lobby or at the box office indicating all available assistive services?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>People with hearing loss have difficulty inquiring in noisy lobby areas, and many aren't aware of assistive listening devices unless they are advised of their availability.</p> <p>It is recommended that you use the accessibility symbols along with brief explanations, in large format so that the services are easily identified.</p>
<p>7. If there are tables, are they 34" maximum height, with a minimum of 27" knee space to accommodate a wheelchair?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>ASSEMBLY SPACES (Theatre auditoriums, etc.) (ADAAG 4.33)</p>		<p>If you do not have a compliant <u>assembly space</u> be sure to outline how you accommodate persons with disabilities in your ADA plan.</p>
<p>1. Can patrons using wheelchairs enter the space through the same entry used by the general public?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>2. Do you have the appropriate number of wheelchair seats? (ADAAG 4.1.3[19], Fig. 46)</p> <p>What is the total seating capacity of your:</p> <p><u>PRIMARY PERFORMANCE SPACE:</u> _____</p> <p>Seats are <input type="checkbox"/> fixed <input type="checkbox"/> movable or <input type="checkbox"/> both</p> <p>If seats are <u>fixed or a combination</u>, list the total number of accessible spaces for persons in wheelchairs _____</p> <p><u>SECONDARY PERFORMANCE SPACE:</u> _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Use chart below to determine if you have the correct number of wheelchair spaces. Please note that Accessible-seating spaces must be on a <u>level floor area and each space should be a minimum of 36" wide x 48" deep for a rear approach and 60" deep for a side approach. A width of 66" is required for two wheelchair spaces side by side.</u> (ADAAG 4.33.3) (See Appendix page xiv for ADAAG fig.46)</p> <p>Seating Capacity Wheelchair Spaces Accessible Aisle Seats</p>

<p>Seats are <input type="checkbox"/>fixed <input type="checkbox"/>movable or <input type="checkbox"/>both</p> <p>If seats are <u>fixed or a combination</u>, list the total number of accessible spaces for persons in wheelchairs: _____</p>		<p>4-25 1 1</p> <p>26-50 2 1</p> <p>51-100 4 1</p> <p>101-200 4 2</p> <p>201-300 4 3</p> <p>301-400 6 4</p> <p>401-500 6 5</p> <p>501-600* 7 6</p> <p>Over 500, 6 plus 1 for every seating capacity increase of 100</p> <p>It is important to note, <u>an organization cannot request a patron to provide proof of a disability.</u></p>
<p>3. Are 1% of the total seats equipped with removable or no armrest on the end/aisle seats? (ADAAG 4.1.3[19])</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>In addition to the wheelchair locations, 1% of all fixed seats shall be aisle seats with no armrests on the aisle side, or removable or folding armrests on the aisle side. See chart in question 2 above. Aisle seats do not have to be on a level floor.</p> <p>Seats with removable armrests assist people who want to transfer from wheelchairs and others with limited mobility.</p> <p>Removable armrest seats or those without armrests should be marked with a sign or marker. (ADAAG 4.1.3[19])</p> <p>Make sure the chart available at the box office/registration area identifies the wheel chair seating and removable armrest seats.</p>

		When a patron who uses a wheelchair chooses to transfer to a seat, the wheelchair should preferably be stored at their side so they may move about independently and in case of emergency. If such placement creates other hazards, the wheelchair should be accessed conveniently and quickly.
4. Is wheelchair seating integrated into and dispersed throughout the seating areas that are used by the general public? (ADAAG 4.33.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	When the seating capacity exceeds 300, wheelchair spaces shall be provided in more than one location, if possible. Please note, the sight lines for seats provided for patrons with disabilities should be comparable to those of the general public.
5. Does the venue offer a choice of accessible seating areas (when over 300 seats) with choice of admission prices? (ADAAG 4.33.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	If wheelchair seating is offered at only one price option, the patron purchasing the wheelchair seats must be offered the lowest ticket price available.
6. Is there a companion seat reserved directly adjacent to each wheelchair space? (ADAAG 4.33.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please be aware, that often patrons utilizing the wheelchair seats will have purchased more than two tickets. As with all your patrons, members of a given party, with or without disabilities, should be provided the opportunity to sit together.
7. Is there signage notifying patrons about the availability of wheelchair accessible seating posted at the ticket office? (ADAAG 4.1.3 [19])	<input type="checkbox"/> Yes <input type="checkbox"/> No	Wheelchair Accessible Seating is Available 
8. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	
9. Do you have an assistive listening system for all assembly spaces having more than 50 fixed seats? (ADAAG 4.33.6-7) Check what type: <input type="checkbox"/> Infrared <input type="checkbox"/> FM <input type="checkbox"/> Induction Loop	<input type="checkbox"/> Yes <input type="checkbox"/> No	An assistive listening system is required for spaces with over 50 fixed seats or has an audio amplification system. (ADAAG 4.1.3[19], 4.33) An assistive listening system amplifies sound and transmits it to a person's hearing aid or a receiver worn by the patron. In addition, it can be used to transmit audio description for patrons with vision loss. The minimum number of receivers should be equal to 4% of the total number of seats, but no less than two receivers. (ADAAG 4.1.3[19]b)
10. If the listening system provided serves individuals in fixed seats, are such seats located within 50 feet viewing distance of the stage or playing area? (ADAAG 4.33.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>11. Is there appropriate signage in the lobby or meeting area indicating the availability of various access services? (ADAAG 4.1.3 [19]b, 4.30)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Hear Every Word!</p>  <p>Assistive Listening Devices are Available at the Counter OR The December 1 performance of <i>The Tempest</i></p>   <p>will be interpreted in American Sign Language and Open Captioned</p> <p>To acquire the access symbols, go to the website for the “Disability Access Symbols Project”: www.gag.org/resources/das.php</p> <p>IF YOU HAVE IT, ADVERTISE IT! Some theatres have even hung signs on the inside of their bathroom stalls advertising the availability of assistive listening systems!</p>
<p>EXHIBITION SPACES (ADA 28 CFR Secs. 35.149.60, 36.303, and 36.304)</p>		<p>Performance organizations that also have an exhibit space as part of their lobby or audience reception space should also fill out this section.</p> <p>The Smithsonian Institute has terrific ADA guidelines for Accessible Exhibition Design. Visit www.si.edu/opa/accessibility/exdesign. Also strongly recommended: <i>Everyone’s Welcome: The Americans with Disabilities Act and Museums</i>, a publication of the American Association of Museums. Visit their website: www.aam-us.org.</p>
<p>1. Are the aisles and pathways between exhibits 36” or more? (ADAAG 4.3.3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>60 inches is preferred to allow room for passing</p>
<p>2. Are the exhibition space floor surfaces stable, firm and slip resistant? (ADAAG 4.5)</p> <p>Check type of surface: <input type="checkbox"/> Carpet <input type="checkbox"/> Ceramic tile, Marble, Terrazzo <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Carpeting should be securely attached and any exposed edges fastened to the floor</p> <p>Carpet should be selected with a level or textured loop, or a level cut or uncut pile texture with a maximum pile thickness of ½ inch.</p>
<p>3. Are there areas to sit and rest?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Seating should have back and armrests.</p>

<p>4. Are key objects displayed under a minimum of ten foot-candles of light?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>It should be possible to raise light levels for visitors on a requested basis or information on objects is provided in an alternative format that is located near the objects.</p> <p>1 foot-candle is equal to the amount of light produced by one candle that is one foot away from the object. A photographic light meter can be used to determine the foot-candle level of light.</p>
<p>5. Are all freestanding cases displaying exhibit materials at a height between 33-40 inches? (Use measurement to the top of the display case base)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>Please note if objects are to be viewed from above, the top of the transparent case or vitrine (not the base) should be no higher than 36 inches.</p>
<p>6. Are wall-hung items displayed at a comfortable viewing zone for both standing and seated individuals?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p><i>See Appendix page xv for diagram</i></p>
<p>7. Do all crowd control barriers (such as stanchions and ropes) have a leading edge or detectable element no higher than 27 inches from the floor so as not to be a hazard and so they are cane detectable?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	
<p>8. Are all the wall-hung, protruding display case exhibits which are over 4 inches in depth/thickness mounted no higher than 33" to 40" above the floor (36 inches is preferred)? (ADAAG 4.4.1-2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>Items placed between 27 inches and 80 inches above the floor are dangerous for viewers using guide dogs or canes.</p> <p>Consider placing a cane-detectable barrier within 27 inches off the ground if cases do not comply.</p> <p><i>(See Appendix Page xii-xiii)</i></p>
<p>9. Is all signage that identifies permanent rooms and spaces both tactile and visually accessible (restrooms, galleries, gift shop, planetarium, conference rooms, etc)? (ADAAG 4.30)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>Permanent signs must be centered 60 inches above the floor on the latch side of the door.</p> <p>Characters and symbols must be of high-contrast with their backgrounds</p> <p>Signs have a matte or non-glare finish.</p> <p>Letters and numbers must be tactile and accompanied by Grade 2 Braille</p> <p>Tactile letters and numbers are raised 1/32 inch minimum, upper case, sans serif or simple serif, and 5/8 inch to 2 inches in height.</p> <p>Mounting location must allow a person to approach within 3 inches of the sign without encountering protruding objects or entering the swing area of the door.</p>

<p>10. Are exhibit labels of an appropriate size, contrast and position so they are readable by patrons in a wheelchair or people who have vision loss ?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>There are a number of factors that contribute to a person's ability to read exhibit text and labels, including viewing distance, viewing angle, lighting, character size, character style, leading, color, and contrast.</p> <p>Labels and exhibit text should be mounted between 48 inches and 67 inches from the floor. For viewing distances from 3 to 72 inches, an optimum height for mounting labels flat against the wall is 54 inches from the floor to the label's centerline.</p> <p>Case labels should be angled 40 to 45 degrees and placed as close to the front of the case as possible.</p> <p>Rail labels should be mounted so that the top of the label is approximately 40 inches above the floor.</p>
<p>11. Are labels mounted so a person may approach within 3 inches of the label without encountering a barrier or protruding object or setting off an alarm?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>Low vision devices (e.g. a magnifier) often require that individuals be quite close to objects.</p>
<p>12. Is labeling in large, clear type with adequate spacing between characters, in sans serif or simple serif font, high contrast, and on non-glare surface?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>Print should measure a minimum of ¼ inch high (18 point). Size should depend on closest viewing distance. One point equals 1/72 inch. 5/8-inch high letters may be read comfortably by sighted people at a distance of six feet or more.</p> <p>When a font that is difficult to read is used to convey a message (i.e., a time period or theme), duplicate text with sans serif or simple serif fonts may be mounted adjacent to it.</p> <p>Labels silk-screened on Plexiglas should have a screened-on contrasting color background.</p>
<p>13. Are controls (i.e. levers, buttons) for interactive exhibits designed or modified to be accessible to people with disabilities? (ADAAG 4.27)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>Mechanisms to be manipulated on exhibits should be mounted at a maximum height of 54 inches for a side approach and a maximum height of 48 inches if only a frontal approach is available.</p>
<p>14. Are all controls on interactive exhibits 1) operable with only one hand, 2) do not require tight grasping, pinching, or twisting of the wrist, and 3) require no more than five pounds of force to operate?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>Controls should be at least ¾ inch in their smallest dimension</p>

<p>15. Is there a 30-inch x 48-inch clear floor space in front of audio-visual displays or computer interactives with accessible egress to them? (ADAAG 4.2.4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>The top of the table should be between 28 inches and 34 inches from the floor. Knee space should be at least 27 inches high, 30 inches wide and 19 inches deep. (ADAAG 4.32.3-4)</p>
<p>16. Are manipulatives or devices requiring people to speak directly into them or to put their ears next to objects to listen, no higher than 41 inches from the floor?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	<p>If the keyboard is not a standard (QWERTY) format, it should have raised letters or symbols.</p>
<p>17. Are instructions that are approachable within 3 inches presented in high contrast, sans serif or simple serif fonts, with a minimum capital height of ¼ inch?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other	
ALARMS/SAFETY		
<p>1. Are alarm systems equipped (when provided) with visual warning lights and mounted 80” above the ground (or 6 inches below the ceiling, whichever is lower)? (ADAAG 4.28)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>At a minimum, visual signal appliances shall be provided in buildings and facilities in each of the following areas: Restrooms and any other general usage areas (i.e. lobbies, meeting rooms,) and any other area for common use. See ADAAG 4.28.2 for specifics on visual and audible alarms.</p>
<p>2. Do you have a policy and procedure for safely evacuating persons with disabilities in an emergency?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Organization should work with local Fire Marshall, then send a copy of the plan to your local fire department as well as the local firehouse that would service your building to ensure that they are familiar with your plan and building layout.</p>

PRIORITY 3:

USABILITY OF RESTROOMS (ADAAG 4.1)

When restrooms are open to the public, at least one (either one for each sex or a unisex restroom) should be accessible to people with disabilities.

If you do not have compliant BATHROOM(S) be sure to outline how you accommodate persons with disabilities in your ADA plan.

1. Is there appropriate signage (in both raised lettering and Braille and showing the wheelchair symbol) to indicate accessible restrooms? (ADAAG 4.30.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signage should be placed to the latch side of the door, 60 inches to centerline (NOT on the door itself), complying with the requirements for permanent signage. (ADAAG 4.30.6)
2. Are the restrooms on an accessible route of travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

ANSWER QUESTIONS BELOW FOR MEN’S, WOMEN’S, AND UNISEX RESTROOMS. <i>(See Appendix Pages xvii - xix for ADAAG fig. 28, 29, 30, 31,32)</i>	Men’s Restroom	Women’s Restroom	Unisex Restroom	Guidance
1. Is there a designated wheelchair accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)? (ADAAG 4.17.3 [fig.30])	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Actual Length____ Width ____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Actual Length____ Width ____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Actual Length____ Width ____	
2. In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet at a height of 33-36 inches? (ADAAG 4.17.3[fig.30])	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Actual Height____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Actual Height____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Actual Height____	
3. Are the length of the grab bars 42 inches for the side and a minimum of 36 inches for the rear? (ADAAG 4.17.3 [fig.30a])	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
4. Is the toilet seat 17 to 19 inches high? (ADAAG 4.17.3 [fig.30])	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	A readily achievable solution is to add a raised seat.
5. Are there lever, push, or self-closing faucet handles on at least one lavatory (sink basin) so it can be operated with one hand with a closed fist? (ADAAG 4.19.5. 4.27.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

6. Is there a minimum of 29” knee space from the floor to the bottom of the lavatory/vanity apron (excluding pipes) and a maximum of 19 inches of depth? (ADAAG 4.19)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Cabinetry may need to be removed or altered to provide space underneath. Make sure hot pipes are covered.
7. Does the men’s restroom or unisex restroom contain at least one urinal with an elongated rim at a maximum height of 17 inches from the floor? (ADAAG 4.18.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
8. Are the soap and other dispensers, towels and hand dryers within reach for a person in a wheelchair and usable with one hand with a closed fist?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Mounted no higher than 54” for front approach and 48” for side approach.
9. Are exposed pipes below the sink covered with insulation or otherwise configured to protect against contact? (ADAAG 4.24.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Recess pipes and drains or add insulation on pipes if pipes are exposed.
10. Is the mirror mounted with the bottom edge of the reflecting surface a maximum of 40 inches high? (ADA 4.19.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
11. Is the toilet in the accessible water closet 18” (from centerline) from the wall? (ADAAG 4.17.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Other national codes allow a distance from 16 – 18 inches to centerline

This section includes all items that are not covered above.

PRIORITY 4:

ADDITIONAL ACCESS

<p>1. Do you have an accessible public telephone available in the registration/information/ lobby area? (ADAAG 4.31)</p> <p>Height of coin slot: _____ inches</p> <p>Space in front of phone: ___ deep X ___ wide</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>An accessible public phone has the following features:</p> <ol style="list-style-type: none"> Coin slot at a height of no more than 54” above the finished floor, Clear level space of 30” deep x 48” wide in front of phone, A volume control with identifying signage, An electrical outlet and level shelf within 18” of at least one phone for a portable TTY Push button controls
<p>2. Is the public telephone equipped with a TTY or is a TTY located in the information area/box office available for public use? (ADAAG 4.31.9, 4.1.3[17])</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If there are four or more public phones in the building, one of the phones should be equipped with a text telephone.</p> <p>If the public telephone is not equipped with a Text telephone or designed to accommodate a portable text phone, an equivalent facilitation may be provided, such as utilizing TTY in the box office or at information desk.</p>

3. Are there signs at all regular phones indicating the location(s) of the public TTY phone(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signage should make it easy for patrons to locate a public TTY phone.
4. Do you have an accessible bi-level public drinking fountain? (ADAAG 4.15) An accessible fountain has (check off applicable items below): <input type="checkbox"/> a spout no higher than 36" from the floor, <input type="checkbox"/> a control on the front face of the fountain, & <input type="checkbox"/> a minimum of 30" deep x 48" wide level, clear floor space in front of the fountain	<input type="checkbox"/> Yes <input type="checkbox"/> No	If drinking fountain is not compliant, outline how you accommodate persons with disabilities (i.e. a cup dispenser attached to the fountain, Bottled water dispenser provided).
TECHNICAL FACILITIES: STAGES & DRESSING ROOMS:		These questions are significant for artists with disabilities or persons with disabilities who wish to participate in the arts or lecture presentations, as well as for prospective audience members who attend backstage events.
1. Is the backstage, pit and stage area accessible to people in wheelchairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Do patrons using wheelchairs have access to your special events, e.g. opening nights, backstage tours and parties?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does your facility provide accessible dressing rooms, green rooms, etc for performers? <i>An accessible dressing room should have at least the following features. Check off those that apply:</i> <input type="checkbox"/> <i>entry of 36 inches,</i> <input type="checkbox"/> <i>clear floor space of a diameter of 60 inches</i> <input type="checkbox"/> <i>open knee space under the dressing table</i> <input type="checkbox"/> <i>adjustable makeup mirrors</i> <input type="checkbox"/> <i>light switches no more than 48" above finished floor</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Counters should be a maximum of 36" high, and no less than 27" high.
4. Is there an unobstructed route from the stage or performing area to the dressing room?	<input type="checkbox"/> Yes <input type="checkbox"/> No	