



## Kutztown University Policy DIV-001

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### **Policy on Accessible Meetings, Events, Programs**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. According to these laws, no otherwise qualified person with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity. Title II of the ADA requires all services, programs and activities of all state and local governments and their departments, agencies or special purpose districts, to be accessible to qualified individuals with disabilities. It is Kutztown University of Pennsylvania's policy to adhere to the ADA and Section 504 of the Rehabilitation Act.

#### **A. Purpose**

Meetings, events, programs and activities that are open to the public or the Kutztown University campus community must be held in an accessible location. There may be attendees who need reasonable accommodation. The Room Scheduler system was remodeled so that currently inaccessible spaces will require a second approval before they can be scheduled. For other accommodations, the sponsor of an event, meeting or program will include on the promotional/invitational material a statement that asks for special needs to be made known ahead of time in order to allow a reasonable accommodation.

Ideally, a shared sense of responsibility will develop for providing reasonable accommodations across departments. However, this will most likely be an evolutionary process.

Therefore, Disability Services will be listed as the contact for requesting an accommodation with the following exceptions: **commencement ceremonies handled by Administrative Services and events scheduled through the Cultural Affairs Office.** For others, Disability Services will serve as a resource and will contact the sponsoring department to discuss the accommodation needs. For example, if the request is to arrange chairs a certain way for a hearing impaired individual, the request will be made known and the sponsoring department will take care of the request.

Or, if the request is for an interpreter at an event, Disability Services will arrange for the interpreter. A separate account will be created so reasonable accommodation may be paid for out of that account. Disability Services will manage the account and monitor and report the use of accommodations.

Policy DIV-001

There will be an understanding that the procedure will evolve and change into the most workable procedure for the university community. The guidelines sheet (attached) will be shared with departments so they have an understanding of what possible reasonable accommodations may be.

## **B. Procedure for Planning Accessible Meetings, Events, Programs**

### **Language:**

The proposed statement for the university to use for programs such as workshops, events, seminars, organizational meetings, etc. may be used in all methods of promotion, including written, verbal and electronic materials and announcements and posters:

“Persons with a disability, and who require accommodation, should notify the Disability Services Office two weeks prior to the event at 610-683-4108 or email [accommodation@kutztown.edu](mailto:accommodation@kutztown.edu), TDD number: 610-683-4499, in order to discuss accommodations. Every effort will be made to provide reasonable accommodations.”

### **For Printed Materials:**

Provide a statement of alternate format on printed materials, pamphlets or brochures from offices:

“If you need this information in an alternate format, please notify (name, phone number and email).”

If the printed material is already available on a website, direct the reader to the website address.

Alternate formats include large print, Braille, tape recordings, or computer disk/CD. Brailing materials may take up to 4 weeks, depending on the amount, so advance notice is needed. For presentations, providing all information in electronic format is essential. Any diagrams or graphics should be accompanied by a written description.

### **Physical Access**

Inaccessible rooms such as: Risley Hall, the Blue Room, Schaeffer 200, the Little Theatre in Schaeffer-SA2, and Sharadin will require an alternate form of approval through the Office of Conference Services. The rooms will not be available to reserve through the online reservation system, but special approval and procedures will be required to reserve these rooms. The inaccessible rooms will not be available for public use.

Policy DIV-001

**University Relations will include in the procedures of the style guide and print shop:**

A statement:

In order to assist individuals with disabilities, invitational communications to University events and programs should include the following statement:

“Persons with a disability and who require accommodation should notify the Disability Services Office two weeks prior to the event at 610-683-4108 or email [accommodation@kutztown.edu](mailto:accommodation@kutztown.edu) or, TDD number: 610-683-4499, in order to discuss accommodations. Every effort will be made to provide reasonable accommodations.”

Printed materials should have a statement of alternate format included. For example:

“If you need this information in an alternate format, please notify (name of originator of printed material, phone number and email).” If the printed material is already available on a website, direct the reader to the website address.

**GUIDELINES for Planning Accessible Meetings, Events, Programs**

**The following list provides guidance for advance preparation, so departments can be aware of possible reasonable accommodation requests. Following these guidelines will make events more comfortable for attendees and sponsors and demonstrate good faith efforts to provide reasonable accommodations. If you need assistance please contact Disability Services at (V) 610-683-4108, (TDD) 610-683-4499.**

The provision of accessible meeting room spaces will be included in the Room Scheduling System via the rearranged model.

**Mobility Considerations:**

Physical access to all areas to be used for the program, including social areas, should be accessible. Check the location of the activities for the following:

- Hallways are free of clutter and provide clear and accessible route to all meeting areas.
- Wheelchair seating provided at designated locations for wheelchairs, not in the aisles.
- Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance.

**Vision Considerations:**

- Agendas and any written material available in alternate formats (Braille, enlarged print, disk, audio tape)
- Power Point or overhead materials described to participants. If copies of the Power Point or overheads are provided to attendees, alternate format copies should be provided upon request.

Policy DIV-001

**Hearing Considerations:**

- Round table where attendees can see one another.
- Assistive Listening Device can be borrowed for meetings.

**Guidelines**

- Persons who are deaf may need a sign language interpreter. Suitable rooms allow the interpreter to stand by the speaker and have adjustable lighting.
- Schedule interpreters well in advance (two week minimum notice). Contact Disability Services.
- A note taker may need to sit beside the person and use a portable computer to provide notes. Outlets close to the seating and a table would be needed.

**Medical Considerations:**

- Air-conditioned meeting rooms
- No chemical fumes/odors

**A statement on brochures and advance advertisement, “Because some participants may have a reaction to some chemicals, please be sensitive in your use of perfumes, colognes, and after shave and products with strong scents. Thank you.”**

- If meals are served, special dietary considerations are provided upon request.

**C. Effective Date**

April 28, 2006

**D. Approved by**

Administrative Council

**E. Last Review**

July 8, 2008  
August, 2010  
August, 2011