

Disability Access - Central Access Fund Guidelines

1. POLICY STATEMENT

It is the policy of the University of Colorado at Boulder (UCB) that all events and activities conducted on the premises of UCB, including but not limited to all classes, meetings, campus sponsored events, and public events not sponsored by the campus but held on the premises of UCB, be accessible to attendees with disabilities in compliance with federal and state laws.

2. ESTABLISHMENT OF CENTRAL ACCESS FUND

In support of the above policy statement, the Chancellor of UCB has established a Central Access Fund to provide people with disabilities equal access to all university-sponsored functions or events. These guidelines set forth the process by which university-sponsored event planners can apply for funding from the Central Access Fund. Activity sponsors or events that generate revenue, or public events not sponsored by the university may not be entitled to receive monies from the Central Access Fund.

3. PROCEDURES FOR APPLYING FOR FUNDING FROM THE CENTRAL ACCESS FUND

Information, including posters, websites, emails, brochures, mailings, advertisements, etc., announcing any on campus or campus sponsored event should state that the event is accessible and that persons with disabilities may request accommodations. The following statement is recommended:

"To request disability related accommodations for this event, contact (activity sponsor) at (phone) or (email) at least 10 days before the event."

It is the responsibility of the activity sponsor to receive and process the requests (e.g., interpreting, captioning, FM systems, wheelchair lift, materials in alternative format, etc) as soon as possible. Upon receipt of a request, the activity sponsor should go to www.colorado.edu/disabilityservices and complete the **Campus Events Accommodation Request Form**. Although requests received in less than 10 days are not guaranteed, every attempt will be made to provide assistance. These guidelines will be applied to determine whether or not the activity is funded by the Central Access Fund or the activity sponsor.

The activity sponsor will receive information about accommodation arrangements and whether or not Central Access Funds can be used soon after submitting the Campus Events Accommodation Request Form. If the event does not qualify for

Central Access Funds, the activity sponsor will be responsible for funding the accommodation.

For employees with disabilities requiring regular, **ongoing** reasonable accommodations, contact the campus ADA Coordinator's Office at 303-492-0956. For students with disabilities requiring classroom accommodations, contact Disability Services at 303-492-8671.

4. DEFINITIONS

For purposes of these guidelines, the following definitions apply:

Access: The opportunity for persons with disabilities to participate in, utilize, benefit from, and enjoy the same facilities, programs and services as non-disabled individuals.

Accommodation: An adjustment, auxiliary aid or service that provides an individual with a disability equal access to an event, lecture, meeting, and/or facility. Accommodations can include, but are not limited to interpreters, captionists, written materials in alternate format, listening devices and physically accessible locations.

Public events: Events open to community members in addition to students and employees of the campus. Such events include, but are not limited to, theatre and music performances, gallery exhibits, seminars and colloquia, graduation ceremonies, and athletic events.

Activity sponsor: A person, organization, department or entity sponsoring an event on campus.

5. GRIEVANCE

These guidelines do not prohibit filing a disability discrimination complaint with the Office of Discrimination and Harassment or the appropriate external governmental agency (Office of Civil Rights, EEOC, etc.)

6. CAMPUS CONTACT

Questions concerning these guidelines should be referred to Disability Services, (303) 492-8671 or dsinfo@Colorado.edu or the ADA Coordinator's Office (303) 492-0956

8. RELATED RESOURCES

Office of Discrimination and Harassment (303) 492-2127
Parking and Transportation Services – Events (303) 492-1323
Facilities Management (303) 492-5522