



CITY OF ST. PETERSBURG, COMMUNITY AFFAIRS DIVISION
ACCESSIBILITY CHECKLIST AND EVENT APPLICATION

Event Name: _____ Event Dates: _____

Event Location: _____

Event Representative: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Event Website: _____

1. Parking:

a. If you expect that participants will be parking in city-owned parking facilities for your event, have you contacted the parking manager in the Department of Transportation and Parking at 727-551-3322 to discuss your needs?

Yes. _____ No. _____ N/A _____

b. If you are using private property for additional parking, you will need to follow the guidelines below:

**The number of accessible parking spaces per lot or parking facility shall comply with the table below:

Total Spaces in Parking Lot	Accessible Spaces Required
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
150 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and Over	20 Plus 1 for Each 100 Over 1000

**Please note that there are also specific size requirements and signage requirements for parking spaces that can be found in Ch. 553.5041 of the Florida Statutes or Chapter 11 of the Florida Building Code.

c. Are your private parking facilities in compliance with Ch. 553.5041 of the Florida Statues or the Florida Building Code?

Yes. _____ No. _____ N/A _____

2. Portable Toilet Units:

For single user portable toilet or bathing units clustered at a single location, **at least five percent (5%) but no less than one accessible toilet unit shall be installed in each grouping and they should be placed on an accessible route. If only one is provided in a location, it should be accessible.

- a. Total Number of Portable Units: _____
- b. Total Number of Accessible Portable Units: _____
- c. Is there at least one accessible unit in each group including accessible hand washing facilities (even if the group is a single unit)?
Yes _____ No _____ N/A _____

3. Accessible Routes:

- a. Do you plan to have any entrance or exit areas to the event, or is the event open to the public with no restricted access?
Open: _____ Restricted/Ticketed: _____
- b. If restricted, are your entrances and exits (means of egress, including emergency exits) at least 44 inches wide and free from barriers to provide an accessible route? In addition, the "gate" or entry "door" must provide a minimum of a 32" clear opening.
Yes _____ No _____

* If any of your entrances and/or exits do not have the 32-inch minimum clearance, please document the reasons for the restriction and whether you have alternative entrances and exits that are marked with signs.

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- c. If you have a passenger loading/unloading zone, is it accessible?
Yes _____ No _____ N/A _____
 - d. Is the route of travel through the event stable, firm, free from obstructions, slip resistant and at least 36 inches wide?
Yes _____ No _____

*If you are using ancillary ramps to provide access, please document that below (all ramps shall be at a ratio of no more than 1:12' - 1 inch incline to each foot in length):

Check Here: _____

* City of St. Petersburg Parks and Recreation Department have for your use the following for an additional fee to install by city staff: **Mobi-Mats** – They are used to create an equal access pathway for all recreational users if needed.

4. Vendors and Activities:

**The tops of accessible tables and counters should be between 28 – 34 inches above the finished floor or ground and should be on an accessible route.

- a. Are all of the vendors and planned activities accessible to persons with disabilities?
Yes. _____ No _____

*If no, please provide a necessary reason why they are not all located on an accessible pathway or do not have displays that conform to guidelines.

b. Will your food and other counters/vendors have accessible displays?
Yes _____ No _____ N/A _____

c. Is there any seating available for dining?
Yes _____ No _____

d. If yes, is at least 5% of the seating accessible? (For example, has space available for a wheelchair; table has at least 27 inches of knee clearance.)
Yes _____ No _____

e. Do you plan to have any seating available for viewing concerts or other performances?
Yes _____ No _____ N/A _____

f. If yes, do you have a section reserved with accessible, unobstructed viewing for persons with disabilities and their companions?
Yes _____ No _____

g. Do you plan to have sign-language interpreters or any other auxiliary aids or services available for persons with disabilities?
Yes _____ No _____ N/A _____

*If yes, please provide details about those below:

h. _____ (Please initial here.) Yes, I am prepared and willing to grant all reasonable requests for accommodations for this event.

** All reasonable requests for accommodations must be granted pursuant to applicable laws, unless a request would result in a fundamental alteration in the nature of services or activities, or would result in undue financial and administrative burdens. Prior to denying any request for accommodation, you must contact the Community Affairs Division at 727-893-7345 for a review of compliance with applicable laws.

5. Signage and Marketing:

**Appropriately sized signs with the international symbol of accessibility illustrated below help people identify facilities that are accessible at your event. Directional signs should be provided in highly contrasting colors, such as white on black or black on white. The characters on the signs should be at least between 5/8 and 2 inches in length, and the signs should be highly visible and not blocking accessible routes of travel.

a. Will you have appropriate, visible signage to inform people with disabilities about all accessible facilities at your event?
Yes _____ No _____ N/A _____

***Please add the following language or similar language to event marketing materials, including your Web site.**

“This event was designed to provide equal opportunity for enjoyment by all participants. If you would like to request any particular aids or services pursuant to disability laws, please contact the event planner at **(EVENT PHONE NUMBER)** or the city of St Petersburg Community Affairs Division at (727) 893-7345 or (727) 892-5259 TDD/TTY”

b. Will you have appropriate, visible signage to inform people with disabilities about all accessible facilities at your event?

Yes _____ No _____ N/A _____

c. _____ (Please initial here.) Printed and/or Web event announcements created by the organization/event I represent will include accessibility language similar to that noted above.

Please list a contact name and phone number for someone who will be present during the event and can respond to requests related to accessibility issues:

Contact Name: _____ Phone: _____

Email Address: _____ Fax: _____

Thank you for completing this form. Please return it to the Community Affairs Division with your event accessibility layout diagram/map for signature no later than 15 days prior to your event.

Please note that compliance with this checklist/application may not ensure compliance with all of the applicable laws, regulations, ordinances or codes addressing accessibility. These guidelines are provided to enhance accessibility and usability for citizens with disabilities. For more information about accessibility guidelines, please refer to Chapter 553 of the Florida Statutes, Chapter 11 of the Florida Building Code or contact us at 727-893-7345. We look forward to working with you on this event!

I certify that the answers above are true to the best of my knowledge and intentions:

Signature, Event Representative

Date:

Print Name, Event Representative

This event has been approved by the Community Affairs Division:

ADA Coordinator

Date

PLEASE RETURN THIS FORM WITH YOUR EVENT LAYOUT MAP TO:

**City of St. Petersburg
Community Affairs Division
P.O. Box 2842, St. Petersburg, FL 33731-2842
Phone: 727-893-7345 Fax: 727-892-5064
E-Mail: Lendel.Bright@stpete.org**

Additional copies of this form can be found on our Web site at www.stpete.org/community