UCCS Campus ADA Procedures for Events

This document is to support and provide direction related to UCCS Campus Policy 300-021 Disability Access and Accommodation. Last Updated 10/18/2021. Contact Event Services Office for questions and comments.

I. ACCOMMODATION REQUESTS FOR EVENTS

A. Individuals with accommodation requests attending events in UCCS facilities or on UCCS grounds should submit all requests to the event organizer(s) and/or the UCCS Event Services Office.
   1. The event organizer(s) are responsible for fulfilling all reasonable accommodation requests for their event(s).
   2. The Event Services Office will provide the event organizer with any accommodation requests received for their event. The Event Coordinator assigned to the organizer's event will keep them informed of resources both on campus and in the community to help with meeting accommodation requests.
   3. Listing of common accommodation requests (not all inclusive):
      i. Accessible parking locations (Section II.A.)
      ii. Wheelchair access and motorized carts (Section II.B.)
      iii. ADA furniture and accessible event setups (Section II.C.)
      iv. Event Materials in Alternate Format (Section II.G.)
      v. Venues with assisted listening devices and technology (Section II.D.)
      vi. Sign language interpreting (Section II.E.)
      vii. Video and Audio Descriptions or Captioning (Section II.F.)
      viii. Alternative Formatting of Event Materials (Section II.G.)

II. ACCOMMODATION RESOURCES AND SERVICES

A. Accessible/Disabled Parking Locations and Z Permits
   1. *Accessible/Disabled Parking:* Parking for persons with disabilities is available on the UCCS campus at hourly meters, in permit-controlled parking lots and in visitor lots. A state-issued disability license plate, permit, decal or placard must be displayed at all times in vehicles parked in disability spaces. In lots that require a permit to be displayed, a valid UCCS parking permit must accompany the state-issued disability placard or license. In metered spaces or visitor lots, the correct payment for the hourly or daily rate of parking must accompany the state-issued disability placard or license.
   2. *Z Permits for Employees and Students:* "Z Permit" are reserved parking spaces throughout campus parking lots for current students and employees to assist with temporary injuries and/or other medical conditions that impair mobility (i.e. a broken leg, major surgery, pregnancy, etc.). These Z Permits are for conditions that do not need full ADA accessible parking accommodations.

B. Wheelchair Access and Motorized Carts
   1. There are no manual wheelchairs for public use at UCCS. Although some departments, such as the Recreation and Wellness Center and the Ent Center for the Arts, may have wheelchairs for use within their building or facility.
   2. A limited number of motorized carts are available for check-out for campus visitors, students, faculty and staff at the University Center Information Desk.
      i. Contact the University Center Information desk for reservations and use of a motorized cart.
      ii. Reservations for carts are prioritized for students and will be on a first come, first serve basis. However, on occasion, carts may be reserved for special events.
      iii. Please Note: The motorized carts are larger than a standard wheelchair and may not provide access to all spaces a standard wheelchair has access to on campus.

C. Venue Setups and ADA Furniture
   1. All event setups and venues on campus are required to meet fire code and ADA egress pathway requirements of 36 inches in width at minimum. All staging includes ramps for proper accessibility for those with or without accessible limits. Event Services attempts to always provide at minimum 36 inches of width between tables and chairs when possible. However, due to limited space options for events this is not always possible.
   2. Upon reasonable request, Event Services will provide furniture to meet accessible needs. Due to the significant variety of possible needs, specialized furniture specifically made to accommodate certain needs will likely need to be rented at the cost of the event planners or left to the event planner to coordinate.

D. Assisted Listening Devices and Technology
   1. There are two main types of assisted listening technology available on campus.
      i. *Hearing Loop (audio induction loop):* A hearing loop is a special type of sound system for use by people with hearing aids. The hearing loop provides a magnetic, wireless signal that is picked up by the hearing aid when it is set to 'T' (Telecoil) setting. There should also be devices that work with headphones to allow others without hearing aids.
      The hearing loop consists of a microphone to pick up the spoken word; an amplifier which processes the signal which is then sent through the final piece; the loop cable, a wire placed around the perimeter of a specific area i.e. a meeting room, a church, a service counter etc to act as an antenna that radiates the magnetic signal to the hearing aid.

      ii. *FM Systems:* FM systems are wireless assistive hearing devices that enhance the use of hearing aids, cochlear implants and assist people who are hard of hearing but do not wear hearing aids, over distance and in noisy environments.

A traditional FM System comprises of two main parts – a radio transmitter and radio receiver. The transmitter captures sound via a microphone or direct connection to a sound source and transmits to the receiver.

2. Campus Venues with Assisted Listening Technology
   i. _Centennial Hall:_ Room 203 uses a FM system. Receivers must be picked up in advance from the Office of Information Technology Help Desk.
   ii. _Cucharas Hall:_ _Room_ 105 uses a hearing loop Instructor, presenter, or event planner must turn on the system and use the microphone while speaking.
   iii. _Ent Center for the Arts:_ Shockley-Zalaback Theater and Dusty Loo Bon Vivant Theater use a FM system and the Chapman Foundations Recital Hall has a hearing loop. FM receivers may be picked up at the Box Office counter in the lobby.
   iv. _Recreation and Wellness Center:_ ???
   v. _Hybl Sports Medicine and Performance Center:_ Classrooms 225 and 312 use hearing loops.

E. Sign Language Interpreting Services
   1. Campus Coordinated and Sponsored Events
      i. Faculty and Staff - Meetings and Events
         a. UCCS Human Resources has a University American Sign Language (ASL) Interpreter on staff to provide interpreting services for UCCS faculty and staff.
         b. Meetings or events must be faculty and staff focused or major events in which faculty and staff are participating. Such events may include, but not be limited to, the following:
            i. Large Staff Association events
            ii. Faculty Assembly
            iii. Chancellor's Forums
            iv. Convocation
            v. Commencement (winter and spring)
            vi. Department specific meetings
         c. There are no charges to the university department for services provided by the university ASL Interpreter.
         d. Should the University ASL Interpreter not be available for a faculty staff event, they will make other arrangements to cover the interpreting services and cost will be covered by UCCS Human Resources.

      ii. Students – Meetings and Events
         a. Individual students can request interpreting services for an event or meeting through Disability Services and/or the Event Services Office. The Event Coordinator will work with Disability Services to meet the request.

     b.   Student Clubs and Organizations planning events and meetings with the support of the Event Services Office will need to contract out the interpreting services to a provider in the community. All costs for the contracted services will be charged back to the student club's speedtype.

2. Contracted Events and Meetings with External Parties
    i.   The external party licensing University space for an event is required to comply with all regulations and requirements of the Americans with Disabilities Act and to ensure that events and services are accessible to persons with disabilities including American Sign Language interpreting.   The Event Services office can arrange ASL interpreting services for a fee.
    ii.   Sign Language Interpreter fees can range from $42-80/hour with 2 hour minimum, depending on the agency. May require two interpreters depending on length and type of event. See RESOURCE section for local service providers.

F.   Video and Audio Descriptions or Captioning
1. Audio Description
   Audio descriptions are required for any videos that are more than just talking heads. Any action-filled videos or film clips may need to have an audio description track available for blind viewers. Available upon request.

2. Captioning

   There are two types of Speech to Text Services provided.

    i.   **Verbatim**: Nearly every word that is spoken is transcribed into text, including false starts or misspeaks and speaker repetition. [Communication Access Realtime Translation](#) (CART) is the system used to provide verbatim transcription services.

    ii.   **Meaning-for-Meaning**: This type of system conveys the intended meaning in fewer words and formatted more visually, such as eliminating false starts, misspeaks, or repetition. [C-Print](#) and [TypeWell](#) are two systems that provide meaning-for-meaning transcription.

3. Real Time Captioning
    i.   Faculty and Staff - Meetings and Events
   Faculty and staff who qualify and want to request video and real time captioning for an event or meeting should work with the Event Coordinator. The Event Coordinator will work with Human Resources to meet the request for the qualifying individual.

ii. Students – Meetings and events
   a. Individual students who qualify for such accommodation, can request video and real time captioning for an event or meeting through Disability Services or the Event Services Office. The Event Coordinator will work with Disability Services to meet the request for the qualifying individual.
   b. Student Clubs and Organizations planning events and meetings with the support of the Event Services Office will need to contract out the video and real time captioning services to a provider in the community. All costs for the contracted services will be charged back to the student club's speedtype.
   c. Closed Captioning

G. Alternative Formatting of Event Materials
   1. Printed documents/posters need to be made accessible by creating a well-structured digital version as an alternative. At the very least a text-only digital version should be posted in an easily accessible location. The FRC and the Assistive Technology Specialist can assist in training personnel on remediating documents for accessibility.

III. RESOURCES

A. Employee Accommodations
   Contact Human Resources
   719-255-8227
   hrhelp@uccs.edu

B. Student Accommodations
   Contact Disability Services
   719-255-3354
   dservice@uccs.edu

C. Accommodations for Campus Guests and Campus or Contracted Events
   Contact Event Services
   719-255-3664
   events@uccs.edu

D. Faculty Support for Class Accommodations
   Contact Faculty Resource Center
   719-255-4872
   frc@uccs.edu

E. Assistive Technology Assistance
    Contact Assistive Technology Specialist
    719-255-4202
    lbencomo@uccs.edu

F. Digital Accessibility/Information Technology
    Contact Office of Information Technology Help Desk
    719-255-4357
    helpdesk@uccs.edu

G. [ADA Resources/Contacts](#)
    Ethics and Compliance Program website

H. [Compliance Concerns](#)
    Ethics and Compliance Program website

I. U.S. Department of Education Office for Civil Rights

J. U.S Equal Employment Opportunity Commission

K. ASL Interpreting Services
1. Access 2 Sign Language, Inc
    719-302-5869
    Scheduling@a2sl.com
2. Sign Language Network
    719-599-4517
    Sln@signlanguagenetwork.com

L. Communication Access Realtime Translation (CART)
1. CaptionSync
    Contact: Leslie Sands
    Automatic Sync Technologies
    1-877-278-7962 x.730
    leslie@automaticsync.com