



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY
A.D.A. COMPLIANCE DIVISION



SPECIAL EVENT APPLICATION AND AWARENESS MATERIAL

Special events on Metro property are required to meet the Americans with Disabilities Act (ADA) standards for accessibility. Application for an event and signature on this Special Event Application indicate that you have been made aware of the ADA requirements and agree to provide a barrier-free event. Events erecting a tent larger than 10'x10' are required to apply for a Codes permit. If applicable, the Codes application number is required on this form. **This application must be completed by the event organizer and returned to the ADA Compliance Division.**

Event Name: _____ Codes Application Number (if applicable): _____
 Event Date(s): _____ Event Set-Up Date(s): _____
 Event Location: _____ Event Organizer: _____
 Organizer Email: _____ Organizer Phone Number: _____
 Organizer Address: _____ Organizer Fax Number: _____

Description of Event: _____

NOTICE: An event layout map **MUST** be submitted for each event, identifying all elements such as portable toilets, tents, ramps, companion seating, etc.

Select the appropriate response (Yes, No, or Not Applicable) about the issues below, or enter the required information:

Request for Accommodation Notice on Printed Material (see requirement below*)	Yes	No	N/A	Assistive Listening Devices Available	Yes	No	N/A
Parking for the Event	Yes	No	N/A	Sales or Service Counters (36" maximum height)	Yes	No	N/A
Accessible Parking (If parking is provided, accessible parking is required.)	Yes	No	N/A	Hose Bridges or Cord Covers	Yes	No	N/A
Accessible Passenger Loading/Unloading Zone (If parking is not provided, a loading/unloading zone is required.)	Yes	No	N/A	Barricades (example: tent tie-downs require some form of barricade)	Yes	No	N/A
Marked Accessible Path of Travel with Temporary Signs (required if the entire area is not accessible)	Yes	No	N/A	Total Number of Toilets, Including Standard and Accessible			
Temporary Directional Signage (60" minimum height)	Yes	No	N/A	Number of Accessible Toilets			
Temporary Ramps (marked with temporary signage)	Yes	No	N/A	Number and Size of Tents			
Seating Provided	Yes	No	N/A	Number of Soft Play Structures			

* The following **Request for Accommodation Notice** is required on **all printed materials for your event**, and must be in text no smaller than the smallest text otherwise on the material:

 **For an ADA accommodation, contact [Contact Person's Name] at [Contact Person's Phone].**

Event's Responsible Contact Person
 Name (Print Legibly): _____
 Signature: _____
 Date Signed: _____

ADA Compliance Division Approval
 Name: _____
 Signature: _____
 Date Signed: _____

Return this completed application with event layout map to:

**ADA Compliance Division – 1417 Murfreesboro Road; Nashville, TN 37217 / Post Office Box 196300; Nashville, TN 37219
 Phone: 615-862-8744 - Fax: 615-862-6767 - TTY: 615-862-8951 - Relay: 711**

SPECIAL EVENT ADA AWARENESS MATERIAL

All City-sponsored workshops, conferences, hearings, events, or any other activities related to the Metropolitan Government of Nashville and Davidson County, must be accessible to people with disabilities. All workshops, conferences, hearings, events, or any other activities held on Metro property must be accessible to people with disabilities. The ADA Compliance Division provides the following information to assist you in ensuring that your events are accessible.

GENERAL

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
- All printed material for an event is to include the Request for Accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

BARRIERS

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., that are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL

- An alternate path of travel is required with the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 36" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed a 8.33% grade may be required to provide an accessible route.

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.



To request this form in an alternate format, contact the ADA Compliance Division at 615-862-8744 (voice), or 615-862-6767 (fax), or 615-862-8951 (TTY), or via relay at 711.