



ADA COMPLIANCE DIVISION

Metropolitan Government of Nashville & Davidson County

CONDUCTING SPECIAL EVENTS

A special event is any temporary event held on property owned and/or managed by the Metropolitan Government of Nashville and Davidson County ("Metro"), including the right-of-way. A special event may last for many days or may be as brief as a partial day. Approval from the ADA Compliance Division is required whether or not Metro sponsors the event.

Special events must meet the current accessibility standards adopted by Metro, even if the event is not being sponsored by Metro. This ensures that barriers are addressed ahead of time, so all participants can enjoy the event. We recognize that some events have larger operating budgets than others, but the standards must be applied evenly. The ADA Compliance Division can assist you in determining possible solutions to accessibility challenges you may face during the planning and set-up of your event.

Your event must be approved by the ADA Compliance Division prior to the first day of the event itself, or prior to the first day set-up affects the surrounding area in certain ways, whichever comes first.

Non-compliance with ADA requirements may result in withdrawal of the approval to use the Metro facility or property in question for your event. You are, therefore, **strongly encouraged** to submit the Special Event application form (see below) as soon as possible, to allow yourself time to make any changes that may be necessary to come into compliance with ADA standards.

The form also contains "awareness material" - information you are responsible for knowing when you hold an event on Metro property.

There is **no fee** required for filing or receiving ADA approval for your event.

[Special Event application form](#): You can print the application and fill it in by hand, or you can fill it in online and then print it (if you do so, please remember that the printed version still requires your signature). Our mailing address and fax number are on the form.

When your event has been approved, we will return the form to you, signed and dated by an Inspector in the ADA Compliance Division.

[Tennessee State Fair Vendor application form](#): This form is specific to vendors wishing to provide goods or services at the Tennessee State Fair each year. If you are such a vendor, you must submit this application form, not the Special Event application form, for your participation in the Tennessee State Fair.