

## Agenda Posting Guidelines

The Brown Act (Government Code Section 54950) requires that agendas for regular meetings be posted at least 72 hours in advance in a location which is accessible to the public 7 days a week, 24 hours a day.

To ensure that both Brown Act and Americans with Disabilities Act (ADA) requirements are being met by Commissions, please incorporate the following agenda posting guidelines:

1. Meeting Venues

ALL meetings, whether taking place in an outside venue or at the Civic Center, need to be ADA accessible. Please review the attached document titled "Accessibility Bulletin-Public Meeting Access" for further information. If you have additional questions, please contact the County's Disability Access Coordinator at (415) 473-4381 or [disabilityaccess@co.marin.co.us](mailto:disabilityaccess@co.marin.co.us).

2. Agenda Posting

The Clerk of the Board staff will post your agendas in the Sheriff's lobby **IF** they are received in the Clerk's office (Room 329) **no later than 8:30 a.m. Thursday morning**. If your Commission does not have the Clerk of the Board post your agendas or if you miss the Clerk's posting deadline, you must arrange to have them posted in the Sheriff's lobby within the appropriate timeframe to comply with Brown Act requirements.

Your Commission may email your agendas to the Clerk's office for posting by sending them to the following email address:

BOS-Adv Comm Agendas (for in-house email)

[BOS-AdvCommAgendas@co.marin.ca.us](mailto:BOS-AdvCommAgendas@co.marin.ca.us) (for outside email)

Additionally, if you post an agenda for your Commission outside of the Civic Center, please make sure you follow Brown Act rules and ADA requirements for posting as outlined in this guide.

3. Agenda Format

The County's ADA Coordinator has recommended that ALL agendas be formatted to ensure that ADA requirements are being met. An "Agenda Template" is attached to assist you with the required components. **Please incorporate this Template into your current agenda format.**

4. Agenda Materials for Review by the Public

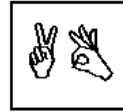
Recent changes in law (SB343) amended Section 54957.5 of the Government Code. The new law requires that a writing that is public record and that relates to an agenda item for an open session of a regular meeting **shall be made available for public inspection at the time the writing is distributed to all, or a majority of all, the members of the legislative body.** In order to comply with the requirement to make writing that is distributed after the 72-hour posting "available" for public inspection, the local legislative body must make the writing **available to the public at a public office location that the agency shall designate for this purpose.** Therefore, each local agency is required to list the address of that office or location on the agenda for all meetings of the body. The sample template includes the suggested language.

Some of the basic components of the Agenda Template are:

- Font should be at least 12 pt. Arial (14 pt. is better)
- All agendas should include an ADA footer (see attached template). Please note that this footer requires the County to provide auxiliary aids or services (such as American sign language interpreters and assistive listening devices) upon reasonable notice -- at no charge to the individual requiring the accommodation(s).
- On the bottom of the agenda, the name of your Commission should be shown in large, boldface type. This will allow members of the public who are thumbing through a number of agendas on the clipboard to easily find what they are looking for.

Please contact the Clerk of the Board office at 499-7331 if you have further questions.

## SAMPLE AGENDA FOOTER



Late agenda material can be inspected in the office of the \_\_\_\_\_, between the hours of 8:00 a.m. and 5:00 p.m. The \_\_\_\_\_ office is located in \_\_\_\_\_.

All County public meetings are conducted in accessible locations.

Requests for accommodations may be made by calling (415) 473-4381(voice/TTY) or 711 for the California Relay Service or e-mailing [disabilityaccess@co.marin.ca.us](mailto:disabilityaccess@co.marin.ca.us) at least four work days in advance of the event. Copies of documents are available in alternative formats, upon written request.

HUMAN RIGHTS COMMISSION

AGENDA FOR 9/16/2008 MEETING

**COUNTY OF MARIN**  
**Disability Access Program**

**ACCESSIBILITY GUIDANCE BULLETIN**

**PLANNING ACCESSIBLE PUBLIC MEETINGS**

The opportunity to participate in government, including participation in public meetings, is a fundamental right of citizens of the United States. Both state and federal laws guarantee this right. The Americans with Disabilities Act (ADA) requires that an individual with a disability not be denied the opportunity to participate in any government program, service or activity because a government entity's facilities are inaccessible. The Brown Act, as amended by AB 3035, specifically requires that a public entity ensure that individuals with disabilities are not denied physical or communication access to public meetings. Furthermore, a public entity must ensure that communication with members of the public with disabilities is as effective as its communications with others.

When planning public meetings, County agencies must assure that the meetings are accessible to members of the public who have a disability. Accessible public meetings require not only physical access to the meeting facility, but also access to the information communicated through the meeting.

This Guidance Bulletin is designed to identify the primary areas of concern related to public meetings, the responsibilities of the meeting planner, and alternatives for providing solutions.

**SELECTING AN ACCESSIBLE MEETING LOCATION**

All public meetings must take place in locations that are accessible to persons with disabilities. All parts of the building do not need to be accessible, but parking (if provided), the path of travel into and through the facility, the meeting area, and the restrooms must be accessible. If overnight stays are involved, conveniently located accessible accommodations should also be considered.

**PUBLIC MEETING NOTICES**

To facilitate accessibility, use a simple, uncluttered page design for written meeting announcements. It is recommended that the font be clear and simple, such as 12 to 14 point Ariel or Courier, and that text be in a contrasting color to the paper to increase legibility for readers with low vision. Be aware that some software programs may not allow people using assistive devices, such as screen readers, to read a document. Be prepared to design forms that can be made accessible, or post or have available a word version of the agenda, if needed for an accommodation.

Always include the name and telephone number of the contact person and timelines for requesting accommodations needed, as well as, a TTY number that can be used by individuals with hearing impairments.

Designate an individual to be responsible for ensuring the meeting notice and other written materials contain the proper information for requesting accommodations and for processing requests received.

### **ALTERNATIVE FORMATS**

Written materials that are distributed to members of the public, such as an agenda or hand-outs, are subject to the requirement that communication be equally effective to persons with disabilities. Therefore, upon receipt of a specific request, a public entity that provides information in written form must make that information available to individuals in a form that is usable by them. Alternative formats may include computer diskette, audiotape, large print or Braille. The type of format necessary to ensure effective communication will vary with the individual's needs and the length and complexity of the communication involved. (U.S. Department of Justice, ADA, Title II Technical Assistance Manual [TAM] section 7.1000)

The public entity should provide an opportunity for individuals with disabilities to request the alternative format of their choice. An interactive discussion with the individual is encouraged when clarification regarding the type of alternative format to be provided is needed. This discussion may result in identifying practical options for the public entity that are also suited to meet the requestor's needs. According to the U.S. Department of Justice, the expressed choice of the individual must be given primary consideration unless the public entity can demonstrate that another effective means of communication exists. (Title II TAM section 7.1100)

Although providing documents in alternative formats may result in some additional cost, a public entity may not place a surcharge on individuals with disabilities to cover these expenses. If a document is available to the public free of charge, it must also be available in an alternative format free of charge. If a fee is charged for documents provided to the general public, this fee must be the same for documents provided in alternative formats. (TAM section 3.500, CA Govt. Code section 11125.1[e])

### **AUXILIARY AIDS AND SERVICES**

Upon receipt of a specific request, it may be necessary to provide auxiliary aids and services to individuals with disabilities to allow full participation in a public meeting. These may include, but are not limited to:

### **Sign Language Interpreters**

A qualified interpreter is an individual who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any specialized vocabulary that may be necessary.

### **Audio Tape**

Providing materials in recorded format is a method of making information accessible to persons who have visual, learning or physical disabilities. Audio material is commonly recorded on cassette tapes, but it may also be stored on CD-ROM.

### **Real-Time Transcription**

A method of making information accessible to individuals who are hearing-impaired, real-time transcription permits verbal input to be transcribed to a computer which displays a running transcript of the proceedings, much like closed-captioning on a television.

### **Assistive Listening Devices**

An assistive listening device (ALD) is a communication system that enables individuals who are hard-of-hearing to better comprehend speech or music. The four main types of ALDs are: Acoustic, Frequency Modulated, Induction (loop) and Infrared.

### **Open and Closed Video Captioning**

Open captions are captions that have been decoded, so they are a part of the video or television picture, similar to sub-titles in a film. Open captions cannot be turned off. Closed captions are captions hidden in the video signal that remain invisible without a special decoder to decipher them.

### **PUBLIC TRANSPORTATION**

It is always a good practice to conduct public meetings in close proximity to accessible public transportation. There must be a safe and accessible path of travel leading from the transportation stop to the facility entrance. (Title 24, CCR section 1114B.1.2)

### **PARKING**

If parking is provided, the parking area must have the correct number of appropriately marked accessible parking spaces. In most circumstances both van and passenger vehicle access aisles must be provided. In addition, there must be a safe path of travel provided between the parking area and the entrance to the facility. (Title 24, CCR section 1129B.1)

## **RESTROOMS**

At least one set of restrooms within the facility must be accessible. If there is more than one set of restrooms, but not all are accessible, there must be directional signage that indicates where the accessible restrooms are located. (Title 24, CCR section 1117B.5)

## **TELEPHONES AND DRINKING FOUNTAINS**

Whenever possible, public meeting locations should have at least one accessible telephone and one accessible drinking fountain. At least one telephone per floor should have amplification capabilities and be accessible to persons using wheelchairs. Where drinking fountains are provided, at least one per floor must be accessible to persons using wheelchairs and must be enclosed in an alcove or not encroach into an accessible route. (Title 24, CCR section 1117B1.2 and 1117B.2)

## **MEETING ROOMS AND BREAK-OUT ROOMS**

Meeting rooms and break-out rooms must be arranged with consideration for the full participation of persons with disabilities. All public meeting space should be wheelchair accessible. This should include integrated wheelchair seating, turning room, and adequate aisle space. (Title 24, CCR section 1118B)

## **SPEAKER PLATFORM**

If there is a raised platform, an accessible ramp must be provided, as well as an accessible path of travel leading to the platform. Microphones should be adjustable in order to adapt to the height of the speaker. (Title 24, CCR section 1133B.5)

## **EMERGENCY EVACUATION**

There must be an emergency evacuation plan for individuals with disabilities. One should not assume that all individuals with disabilities need special assistance in an evacuation, but should always ask before providing assistance.

For information in locating accessible meeting sites and other access resources contact the Disability Access Coordinator at: 499-7002.

Additional information may be obtained from:

The Federal Access Board  
1331 F Street NW, Suite 1000  
Washington, DC 20004-1111  
(800) 872-2253  
(800) 993-2822 TTY  
(202) 272-0081 FAX  
[www.access-board.gov](http://www.access-board.gov)

U.S. Department of Justice  
Disability Rights Section  
950 Pennsylvania Ave. NW  
Washington, DC 20530  
(800) 514-0301  
(800) 514-0383 TTY  
(202) 307-1198 FAX  
[www.usdoj.gov/crt/ada](http://www.usdoj.gov/crt/ada)

Division of the State Architect  
Universal Design Program  
1102 Q Street, Suite 5100  
Sacramento, CA 95814  
(916) 445-8100 (Voice/TTY)  
[www.dsa.dgs.ca.gov/UniversalDesign](http://www.dsa.dgs.ca.gov/UniversalDesign)

California Department of Rehabilitation  
Disability Access Section  
2000 Evergreen Street  
Sacramento, CA 95815  
(916) 263-8670 (Voice/TTY)  
[www.disabilityaccessinfo.ca.gov](http://www.disabilityaccessinfo.ca.gov)

County of Marin  
Department of Public Works  
Disability Access Division  
Marin Civic Center, Room 304  
San Rafael, CA 94913  
(415) 499-6528  
(415) 499-6530 TTY  
(415) 499-3799 FAX  
[www.co.marin.ca.us/depts/pw/main/ADA/ada.cfm](http://www.co.marin.ca.us/depts/pw/main/ADA/ada.cfm)

# ACCESSIBLE PUBLIC EVENT CHECKLIST

**It is the policy of the County of Marin that all County sponsored public meetings and events are physically and programmatically accessible to people with disabilities. This checklist has been developed in order to assist County departments in assessing potential sites and to ensure that all County meetings and events comply with Federal and state law in being accessible to persons with disabilities.**

**Event Name/Description:**

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**Event Location/Address:**

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**Event On-Site Contact:**

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**Telephone #:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Date & Time of Event:**

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**Responsible Department:**

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**Dept. ADA Coordinator or Contact Person:**

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**Telephone #:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Department ADA Coordinators or designated department staff** is responsible for ensuring that this form is completed and that accessibility is verified at least 10 working days prior to any county-sponsored public meeting or event. It is not necessary to fill out this form more than once for regularly scheduled County meetings, so long as the ADA Coordinator of the Department continues to ensure that the provisions herein are being complied with at each meeting. If upon filling out or reviewing this form, it is apparent that additional information is required, or it appears that the meeting or event cannot be made physically or programmatically accessible, please contact the County Disability Access Program Manager at (415) 499-6065 (Voice/TTY) to discuss possible alternative solutions or sites.

**Section One** of this checklist is designed to assess compliance with “programmatic” accessibility standards, to ensure that events will be accessible not only to persons with physical disabilities, but to people with sensory, cognitive, and other disabilities, as well.

**Section Two** of this checklist is designed to ensure that potential meeting sites and event locations comply with physical accessibility standards.

Individual Terms that are underlined are defined in the Definitions section of this document.

Please provide comments as needed.

*NOTE: ITEMS LISTED FIRST AND IN **BOLD** ARE MINIMUM REQUIREMENTS. PLEASE DO NOT CONSIDER HOLDING A PUBLIC EVENT WITHOUT THESE IN PLACE. ITEMS LISTED LAST, IN ITALICS ARE STRONGLY RECOMMENDED.*

## **PROGRAMMATIC ACCESSIBILITY CHECKLIST**

<b><u>Notice</u></b>	<b>YES</b>	<b>NO</b>
<b>1. All notices and announcements for the event or meeting include accessibility information (See sample in Appendix)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. All notices and announcements for the event or meeting include information on whom to contact to request accessibility accommodations.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Communication Access</u></b>		
<b>1. If a microphone is provided for public participation, the microphone cable is long enough to serve accessible seating areas or a wireless unit is provided.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Film or video materials used at this event are captioned.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Printed materials are available upon request, in alternative formats.</b> This generally requires an electronic version of any materials. Large print copies (18 point) are recommended.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. For meetings of 50 or more people, Assistive Listening Devices (ALDs) are available.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Signage of where to obtain ALDs is posted with ALD symbol at the site.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. For meetings of 100 or more people, Real-Time Captioning has been scheduled.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. For meetings of 500 or more people, two American Sign Language Interpreters have been scheduled.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. An oral description is available, either through the presenter or through pre-recorded audiotape.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. The meeting is accessible by speakerphone or Bridge Line.</b>	<input type="checkbox"/>	<input type="checkbox"/>

## PHYSICAL ACCESSIBILITY CHECKLIST

### Getting to the Event:

YES NO

1. An accessible route exists from the street to the event and all event activities.
2. All public events should have signage to direct the public to the location. In the unusual situation in which the main route to the meeting is not accessible, the accessible route with directional signage is provided.

### Transportation:

1. If the event itself includes transportation, wheelchair accessible vehicles are also available and advertised as available to the public.
2. The meeting or event is located close to accessible public transportation.
3. An accessible route is provided from the public transportation stop to the building or facility entrance.
4. Accessible parking is available (review # of car and van accessible spaces).
5. There is accessible passenger loading and unloading space.

### Amenities:

1. Accessible restrooms are available within 200 feet of the event's location
2. Accessible drinking fountains are available (if drinking fountains provided).
3. Accessible telephones are available (if telephones are provided).
4. Art displays or exhibits are positioned to provide an accessible route and to not be a hazard to people who are blind or have visual disabilities.
5. If food or beverages are provided, the service is located on an accessible route. Self-service items are reachable from a seated position with accessible operating mechanisms. [Countertops are 28 – 34 inches high.]

### Seating:

1. If seating is provided, wheelchair and companion seating is dispersed in multiple location(s) and seating ratio. (see definitions for ratio chart)
2. Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner, or lip read.

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 3. Signs are provided indicating the accessible seating areas for both wheelchair users and persons who are deaf or hard of hearing. | <input type="checkbox"/> | <input type="checkbox"/> |

**Event Set-up:**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. If a stage or platform is provided, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If a dais or podium is provided for the public, an accessible dais or podium is also provided.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Fencing or other crowd control barriers are placed so as to provide an accessible route, and barricading complies with County DPW barricade standards. | <input type="checkbox"/> | <input type="checkbox"/> |

## *ACCESSIBLE PUBLIC EVENT POLICY DEFINITIONS*

**Accessibility information** – Meeting or Event Notice shall include information on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and information on whom to contact to make accommodation requests. Please see "Sample Accessible Meeting Notice," and "Sample Accessible Event Notice" below.

**Accessible Podium (Dais)** – A fixed or mobile speaker or presenter's table or podium that is no higher than 34" on which a microphone and presentation materials can be placed.

**Accessible drinking fountains** – Drinking fountain with the bubbler no higher than 36" with knee clearance underneath that is 27" high x 18" minimum deep and a level clear floor area in front of it.

**Accessible Entrance** – An entry door or gate is a minimum 32 inches clear when opened 90 degrees; threshold is no higher than ½ inch (¾ inch may be permitted in existing conditions if beveled), and door is easily opened, or has automatic door opener.

**Accessible exhibit materials** – Alternative formats or services that provide equivalent exhibit information for people with sensory disabilities in a manner appropriate to the program material. Examples include but are not limited to:

1. Titles of work and narrative using large 14 point sans serif fonts on a high contrast background
2. Taped audio descriptions of photographs/artwork
3. Tactile replicas of art objects
4. Captioning of video or film presentations
5. Trained staff available to provide descriptions or tours

**Accessible surface** – Firm, stable and slip resistant surfaces, such as concrete, asphalt, wood, carpet, portable flooring etc. Grass, dirt, wood chips and sand are not accessible surfaces.

**Accessible parking** – A ratio of parking provided for the exclusive use of people with disabilities, located near the accessible entrance to the facility. Note: temporary accessible spaces can be created using signs and cones or chalk powder lines, provided that the minimum parking space and side access aisle dimensional requirements are met.

The minimum parking ratios required are:

1 to 25 spaces	One van accessible space
28 to 50	One auto and one van accessible spaces
51 to 75	Two auto and one van accessible spaces
76 to 100	Two auto and one van accessible spaces
101 to 150	Four auto and one van accessible spaces
151 to 200	Five auto and one van accessible spaces
201 to 300	Six auto and one van accessible spaces
301 to 400	Seven auto and one van accessible spaces
401 to 500	Seven auto and two van accessible spaces
501 to 1000	2% autos with a minimum of one out of eight or fraction thereof van accessible

**Accessible Parking Space** – an auto parking space with identification signage that is 9 feet minimum width and 19 feet minimum length with an adjacent 5 feet clear access aisle. The parking space and access aisle shall be level.

**Accessible Van Parking Space.** A van accessible parking space with identification signage that is 9 feet minimum wide, 19 feet minimum long with an adjacent 8 feet clear access aisle. The parking and side access aisle space shall be level and have an 84 inch minimum clear height.

**Accessible Passenger Drop Off** – a 25-foot long vehicular passenger drop off area with a 5 feet min with adjacent aisle space that is level and 25 feet.

**Accessible portable toilets and sinks** – Toilets and sinks that meet state and federal requirements for wheelchair accessibility. Acceptable toilet manufacturers include, but are not limited to, Satellite and L&L Manufacturing. If one unit is to be provided, it must be accessible. When multiple units are provided, a minimum of 10%, but not less than one unit, and not less than one unit per cluster of units. Accessible toilets and sinks shall be located on a level area, along an accessible route, with an accessible surface. Ramps to accessible units shall not exceed 1:12 slope, have handrails on both sides, and a 60 inch square level landing at the unit door. **Please note: this information is provided for situations in which the general public will be using portable toilets. A portable, accessible toilet is NEVER equivalent access if the general public is using indoor toilets.**

**Accessible restrooms** – Toilet rooms that are located on an accessible route and contain accessible features including 32” minimum entry, an interior 60” turning space, lavatory with 27” min. knee space, wide toilet compartments with grab bars, and all accessories mounted no higher than 44 inches to the upper most control, etc.

**Accessible route** – A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

**Accessible tables** – A table providing knee space that is a minimum of 27” high, 30” wide and 19” deep unobstructed knee space with the tabletop no higher than 34”.

**Accessible Telephones** – Telephones that are located on an accessible route, mounted at 48” from the floor to the coin slot and have volume controls.

**Assistive Listening Device** – A device that takes a signal from a microphone or public address system and sends it to a personal amplification system. Assistive Listening Devices (ALDs) can be procured through companies that provide public address systems (see Resource lists) or through the Department of Human Resources.

**Captioned** – Video or film program with subtitles reflecting the content of the spoken or descriptive material.

**Directional Signage** – Signage that indicate the direction of the accessible route when the accessible route is not the same as that of the general public. **The signage may be directional arrows that include the International Symbol of Accessibility (ISA).** Directional signage should be placed at any directional change that is not the same as that of the path of the general public.

**Hazard to people who are blind or have visual disabilities** – Pedestrian and participant areas shall be clear of objects (including plant branches and public art) which overhang less than 80” from the floor surface, or wall, and post mounted or freestanding objects that protrude 4” or more between 27” and 80” above the floor or ground into circulation areas.

**Portable wheelchair lift** – A lift that is not built into the structure but can be available for a specific event. Portable wheelchair lifts can be rented by calling (415) 863-1414, ext.105.

**Accessible Seating location** - Accessible seating must be situated so those individuals who cannot stand can view the meeting or event over seated or standing participants. Seating for persons who are deaf must be provided in a location near the stage/ presentation area with direct view to the stage/presentation location of sign language interpreters.

**Seating ratio** – The number of accessible seats in relation to the number of seats provided as follows:

1 to 25	One seat
26 to 50	Two seats
51 to 300	Four seats
301 to 500	Six seats
over 500	Six, plus one additional space for each increase of 100

**Wheelchair and companion seating** – Seating for wheelchair users and adjacent, shoulder aligned seating for individuals accompanying wheelchair users that is located on the same level as that of the wheelchair user.

**To receive a copy of this document in an alternate format or for additional information, please contact:**

**Marin County Disability Access Program**

3501 Civic Center Drive, Room 304

San Rafael, CA 94903-4157

415.499.6065 (Voice/TTY)

415.499.3799 fax

[wcampagna@co.marin.ca.us](mailto:wcampagna@co.marin.ca.us)

# SAMPLE ACCESSIBLE MEETING / EVENT NOTICES

## **Accessible Meeting Information**

[Site] is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available and meetings are open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other accommodations will be made available upon request. Please make your request for alternative format or other accommodations, to [Name, Phone, Email]. Providing at least 72 hours notice prior to the meeting will help to ensure availability.

The nearest bus stop is located at: \_\_\_\_\_.

In order to assist the County's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the County to accommodate these individuals.

For inquiries or requests for accommodations, please call \_\_\_\_\_ (V), \_\_\_\_\_ (TTY)

## **(Shorter Version)**

### Disability Access

[Site] is accessible to persons using wheelchairs and others with disabilities. Informational materials will be available in large print. Assistive listening devices, materials in other alternative formats, American Sign Language interpreters and other accommodations will be made available upon request. Please contact [Name, Phone, Email]. Providing at least 72 hours notice will help to help ensure availability.

In order to assist the County's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the County to accommodate these individuals.

## **(Flyer/Limited Space Version)**

### Disability Access

[Site] is wheelchair accessible. Assistive listening devices and [any other provided accommodations, such as materials in large print] will be available at the meeting. To request real time captioning, a sign language interpreter or other accommodations, please contact [Name, Phone, Email]. Providing at least 72 hours advance notice will help to ensure availability.

## **RESOURCES**

### **Accessible portable toilets**

Ajax Portable Toilets – 800-282-8988

JW Enterprises Portable Toilets – 800-350-3331

Portosan Portable Toilets – 800-545-5516

Waste Management – 800-422-5606

**Accessible portable sinks and toilets** – Acme & Sons – 800-322-2263

**Portable wheelchair lifts** - somArts - 863-1414 Extension 105

**Accessible Van Transportation** - MV Transportation – 468-4300

**Accessible Bus Services** – <http://transit.511.org/disabled/index.asp>

### **Physical and Programmatic Accessibility Assistance:**

Marin County Disability Access Program– (415) 499-6065 Voice/TTY)

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**For additional information, please contact:**

### **Marin County Disability Access Program**

3501 Civic Center Drive, Room 304

San Rafael, CA 94903-4157

415.499.6065 (Voice/TTY)

415.499.3799 fax

[wcampagna@co.marin.ca.us](mailto:wcampagna@co.marin.ca.us)