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Accessibility Checklist for Venues

General points to consider:

What is the experience like for a disabled person creating work in your space?

- Can everyone access the venue easily?
- Is staff knowledgeable of accessibility features? Are they welcoming and accommodating to patrons with multiple needs?
- Is the space welcoming to all disability communities? (Consider physical access and overall inclusiveness.)
- Which communities do you feel would best be served in the space?

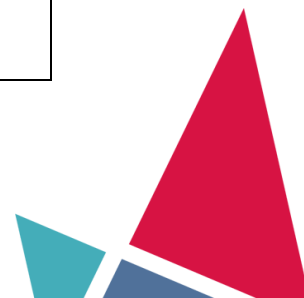
Venue Entrance

- Is your venue near an accessible public transportation stop?
- Is it near a route of travel that does not require stairs?
- Is the main entrance to your space wheelchair accessible? If not, is there an alternate entrance, elevator, or ramp? If yes, where is the entrance, elevator or ramp located? (e.g., next to main entrance, in alley, side of building, basement, etc.)
- Can alternate accessible entrance be used without your staff's assistance?

(Note: Wheelchair accessible means that the entrance to the building is completely flat. One step up makes the entrance inaccessible to many wheelchair users.)

Exterior Route Checklists

Feature	Yes/No	Notes
Near accessible public transportation		
Ramp or alternate entrance (if entrance has stairs or threshold)		
If entrance has a threshold, must be no higher than ¾"		





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Even sidewalk paving outside of venue		
At least 36" doorway entrance		
Automatic doors at entrance		
Parking / Drop off area easily accessible with the required number of clearly marked accessible parking spaces		
Clear, easy-to-read signage with high-contrast for low-vision visitors and /or Braille for blind visitors		

Keypads/Buzzers

Feature	Yes/No	Notes
Is your venue accessible only via keypad and /or buzzer at entrance?		
Are keypads /buzzers easy to operate?		
Are keypads /buzzers clearly marked and easily visible?		
Are keypads /buzzers no higher than 48"? (e.g., easy to access independently by wheelchair users, little people, etc.)		

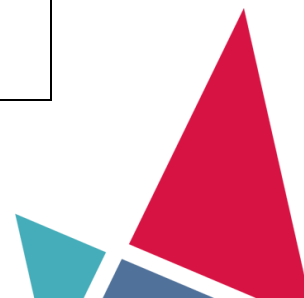




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Elevators

Feature	Yes/No	Notes
Does your venue have an elevator for visitor use?		
If not, does your venue have a designated "service" elevator accessible to disabled patrons?		
Is the "service" elevator accessible only with assistance from your staff?		
Location of accessible elevator (e.g., basement, boiler room, adjacent venue, etc.)		
Is the accessible elevator available for use during the same business hours as your venue itself?		
Are the elevators wide enough to accommodate at least one wheelchair user? (Consider that some elevator openings may be narrower than the actual space inside the elevator.)		
Do elevators have proper signage or audio signals for blind/low-vision users? (e.g., Braille, floor announcements)		
Elevators: audible/visible buttons, buttons no higher than 42", raised lettering/braille		





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Do the elevator doors remain open long enough to give users enough time to enter / exit safely?		
Is the elevator able to be operated independently without staff assistance?		

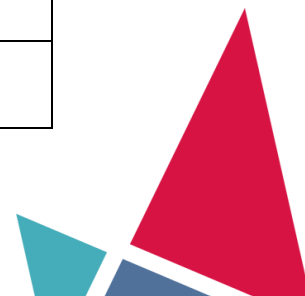
Access to Services (Including workspaces, dressing rooms, rehearsal studios, etc.)

- Is the lobby / general space easy to navigate for manual, power chair and / scooter users, as well as those with mobility disabilities and blind / low-vision visitors?
- Is the common area clear of furniture or other items that could prevent ease of movement throughout the space?
- Is there an accessible route through all public spaces that is at least 36" wide?
- Is there furniture that prevents ease of movement?
- Are door handles no higher than 48"?
- Is there clear, easy-to-read, high-contrast signage with Braille to direct artists to various areas of the venue?

Services/Rooms/Performance Space Checklists

Doors

Feature	Yes/No	Notes
Ease of opening doors throughout venue (entrance, rehearsal space, restrooms, etc.)		
Door handles: levers, knobs, etc.? Are handles easily accessible? (Can they be accessed by those with small hands, closed fists, visitors with limited hand mobility, hand / arm amputees?)		
Material: wood, metal, glass, etc.		





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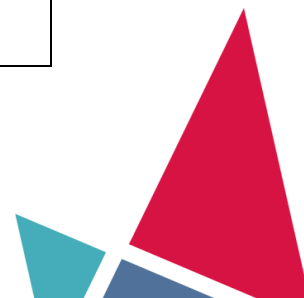
Size/weight of door?		
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Hallways

Feature	Yes/No	Notes
Are all hallways wide enough to accommodate wheelchair users? (e.g., Can wheelchair users turn around comfortably in the hallway?)		
Are all hallways well-lit (e.g., adequate for low-vision visitors)?		
Do hallways have adequate signage to direct visitors?		

Restrooms

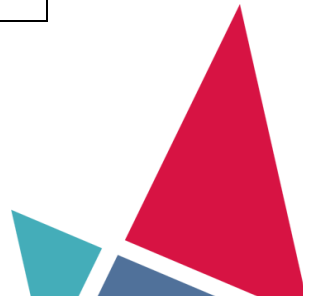
Feature	Yes/No	Notes
Is restroom accessible only via keys, keypad and/or buzzer?		
Are keys/keypads/buzzers easy to operate?		
Are keys/keypads/buzzers clearly marked and easily visible?		
Are keys/keypads/buzzers no higher than 48"? (e.g., easy to access independently by wheelchair users, little people, etc.)		





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Doorway to restroom at least 36"		
Room to maneuver in restroom and stalls		
Grab bars behind and on both sides of accessible toilet		
Toilet rim no higher than 34" (easy transfer for wheelchair users)		
Possible to operate knobs, faucet, soap with limited mobility in hands, without use of hands, i.e. for hand amputees ?		
Does your venue have an accessible restroom for the exclusive use of disabled visitors?		
If so, is there clear, easy-to-read, high-contrast signage and Braille on the restroom door and /or in the restroom?		
Is the accessible restroom free and clear of items (e.g., chairs, cleaning equipment, boxes, etc.)?		
If no designated accessible restroom, what is the location of the accessible stall in the main restroom? (e.g., first stall, last stall, middle) and is the accessible stall larger than the other stalls?		



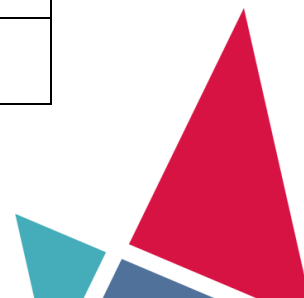


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Are restrooms located on the same floor as workspaces or easily accessible by elevator?		
Are restrooms free of strong smells and /or chemical agents (for those with chemical sensitivity?)		

Workspace Checklist

Feature	Yes/No	Notes
Clear, easy-to-read signage with high-contrast and Braille		
Accessible entrance to workspaces: door handles, width of at least 36"		
Enough moving room for wheelchair / motorized chair		
Tables / Counterspace: 28-48" high		
Knee space at tables at least 27" high		
Ramp access to raised spaces or level access to stage		
Stairs: non-slip surface, railings		
Stage: adequate lighting backstage		
(If applicable) Stage: ramp to access		
Stage: textured tape / objects designating boundaries		
Flooring: carpeting, no-slip texture, marley, etc.		
Mirrors? Are mirrors fixed or free standing?		



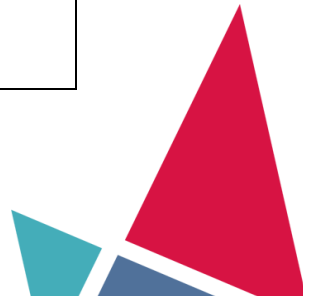


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Accessible dressing room space?		
Lighting in workspaces: florescent or other lighting? If florescent, is there an alternative to florescent lighting?		
Lighting: Is lighting adjustable? Are switches accessible to disabled visitors (height, design, automatic)?		
Air conditioning/heating: Is temperature adjustable?		
Is temperature able to be operated independently by visitors or staff only?		
Availability of chairs and/or other furniture without wheels of varying heights?		
Are workspaces free of strong smells and/or chemical agents (for those with chemical sensitivity?)		

Amenities Checklist:

Feature	Yes/No	Notes
Is your venue's website accessible to blind and low-vision visitors? (e.g., Is the website available via screen reader programs?)		
Water fountains, vending machines, lockers, etc.: easily accessible and able		





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to be operated without staff assistance?		
Water fountain no higher than 36"		
Space to move around water fountain		
Possible to operate water fountain with limited mobility, i.e. for hand/arm amputees?		

