



Event Venue Accessibility Self-evaluation Toolkit

Statement of Purpose

The purpose of this guide is to address and offer guidelines to create spaces that allow the full and equitable participation of disabled persons at all events. As we have learned from the Dance/NYC Disability. Dance. Artistry. Task Force, the minimum requirements for accessibility are often not enough.

The intention with this self-evaluation toolkit is to assess accessibility features of a venue and ensure that with the participation of our event partners we consistently maximize accessibility and comfort through all aspects of programming, including how spaces are designed, how events are managed, and how our programming reflects Dance/NYC's commitment to accessibility, justice, equity, and inclusion.

Overall Goals

1. Create more inclusive spaces in which the disability community can fully and meaningfully participate in Dance/NYC events;
2. Integrate accessibility into all aspects of Dance/NYC's programming, services, and organization;
3. Continue to promote disability as a lens for dance making;
4. Set an example for cultural organizations to make spaces and materials accessible;

Structure of this Guide

Self Evaluation:

- 1 Venue Entrance
- 2 Venue Interior
- 3 Lobby and Reception
- 4 Hallways
- 5 Restrooms
- 6 Greenroom
- 7 Hospitality
- 9 Self Evaluation Notes

Event Space Self Evaluation

The following is a series of questions which will help you identify what areas of your event space are accessible and where improvement is needed.

[Watch a short video on building accessibility](#)

1 VENUE ENTRANCE

When evaluating the event space, consider what it is like to enter the space. Conduct a site visit as if you were visiting the venue for the first time.

Venue Entrance

Improvements Needed/Notes

- Is your venue near an accessible public transportation stop?
- Are there accessible signs for wayfinding to the entrance?
- Is there signage posted indicating areas of the building that are not accessible, including construction zones and/or physical obstacles?

Venue Entrance

Improvements Needed/Notes

- Is your main entrance barrier-free, clearly marked, well-lit with step free paths of travel?
- Is the main entrance wheelchair accessible? (Note: Wheelchair accessible means that the entrance to the building is completely flat.)
- 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.)

Venue Entrance (continued)

Improvements Needed/Notes

- Are main entrance and exit doorways wide enough to accommodate wheelchairs and scooters – 32 inches with the door open 90 degrees?
- Are doors easy-to-open, light (no more than 5 pounds) with lever handles or automatic/push buttons; revolving doors are not accessible?

Venue Entrance (continued)

Improvements Needed/Notes

- Can alternate accessible entrance be used without your staff's assistance? (One step up makes the entrance inaccessible to many wheelchair users.)
- If entrance has a threshold, must be no higher than 3/4"

Note that some items such as ramps, signs, additional parking spaces, etc., can be added temporarily to make a venue accessible.

Venue Entrance (continued)

- 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.)

Improvements Needed/Notes

2 VENUE INTERIOR

What is the experience like for a disabled person visiting and/or creating work in your space?

Venue Interior

Improvements Needed & Notes

- Is there security procedure at the accessible entrance that guests should be made aware of?
- Are floors stable, firm, slip-resistant? (a stable surface is one that remains unchanged by contaminants or applied force.)
- Are areas well-lit areas or include adjustable lighting?

Venue Interior (continued)

Improvements Needed & Notes

- Are elevators clearly marked?
- Are elevator control buttons designated by braille and raised characters or symbols and reachable by wheelchair and scooter users?
- Are elevator interiors adequately illuminated and wide enough for wheelchair and scooter users to enter, maneuver within reach of controls, and exit?
- Is the accessible elevator available for use during the same business hours as your venue itself?

Venue Interior (continued)

Improvements Needed/Notes

- Are elevator call buttons equipped with visual and audio signals and reachable by wheelchair and scooter users?
- Are there emergency procedures in place for disabled persons (audio and visual alarms)
- Is there an accessible space for walking service animals?

3 LOBBY AND RECEPTION

Consider what activities will be taking place in the lobby and/or reception area and how guests will feel welcomed and interact with the space.

Lobby and Reception Area

- 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 reception area have tables low enough that a wheelchair user could use them? (Bar-height tables are not accessible)
- Where are trashcans located in the space?
- Are all of the refreshments accessible to a wheelchair user?

Improvements Needed & Notes

4 HALLWAYS

Consider where hallways lead, how and when they will need to be utilized by your guests, and what condition they are in?

Hallways

Improvements Needed & 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?
- Are hallways free of debris and obstacles?

5 RESTROOMS

Consider where the closest accessible restrooms are and know their location and accessibility features.

Restrooms

Improvements Needed & Notes

- Does the venue have an accessible restroom?
- Is the accessible restroom for the exclusive use of disabled visitors?
- Is there clear, easy-to-read, high-contrast signage and Braille on the restroom door and/or in the restroom?
- Is the main door to the restroom light enough that it is easily opened? If not, are there door stops available to prop it open?
- Is the door to the restroom at least 36"?

Restrooms (continued)

Improvements Needed & Notes

- Are the restrooms on the same floor as the event/rehearsal? If not, is it easily accessible by elevator?
- Are keys/keypads/buzzers no higher than 48"? (e.g., easy to access independently by wheelchair users, little people, etc.)
- Is restroom accessible only via keys, keypad and/or buzzer? If so, are they visible and easy to operate?

Restrooms (continued)

Improvements Needed/Notes

- Is there room to maneuver in restroom and stalls?
- Are there grab bars behind and on both sides of accessible toilet?
- Is the toilet rim no higher than 34" (easy transfer for wheelchair users)?
- Is it possible to operate knobs, faucet, soap with limited mobility in hands, without use of hands, i.e. for hand amputees ?

Restrooms (continued)

Improvements Needed & Notes

- 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?

6 GREEN ROOM

Designate an accessible private space within your venue where your speakers or guests can prepare and store their personal belongings.

Green Room

Improvements Needed & Notes

- Is lighting adjustable? Are switches accessible to disabled visitors (height, design, automatic)?
- Are there chairs and/or other furniture without wheels of varying heights?
- Is there ample room for wheelchair users to maneuver around the space freely?
- Is the space free of strong smells and/or chemical agents (for those with chemical sensitivity?)

7 HOSPITALITY

Prepare staff to welcome disabled guests and patrons to the event.

Hospitality

Improvements Needed & Notes

- Is staff knowledgeable of accessibility features? Are they welcoming and informed?
- Are they accommodating to patrons with multiple needs?
- What staff training needs to be conducted prior to the event?
- 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?

9 SELF EVALUATION

Gather all of your notes, questions, and recommendations from the preceding chapters and identify what needs to happen next to make your space accessible and assign next steps.

SELF

EVALUATION

NOTES

What improvements are needed?

By when?

By whom?

Special thanks to [Alliance for Inclusion in the Arts](#) and [Fractured Atlas](#) for their generous contributions to this guide and their advocacy in the field. For more information please visit: [Dance.NYC](#)

THANK YOU