

Accessibility to College Sponsored Events

Consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Los Angeles Valley College is firmly committed to ensuring that persons with disabilities including students, faculty, staff, and the general public, have access to college-sponsored meetings, seminars, workshops, conferences, programs, and activities on or off-campus.

All registration materials and fliers announcing events must state that the event is accessible to persons with disabilities. Participants must be informed on the materials and fliers of the procedure for requesting accommodations. Participants must also be informed that they need to request accommodations or to identify their needs well in advance of the event, so that appropriate arrangements for services can be made to meet their needs. If no request is made, the college is not required to provide disability-related accommodations (e.g. if no advance request is received for accessible transportation or sign-language interpreter, such services are not required). However, physical access to events or activities is required to ensure that individuals with mobility impairments can attend.

The authorized representative of the sponsoring department shall be responsible for implementing this policy by locating the meeting or program in an accessible location, and when necessary, arranging for other requested accommodations.

All registration materials and program notices shall provide space for registrants to indicate whether they have disability-related accommodation needs as well as the name and phone number of the contact person for the sponsoring organization.

Following is a sample of the kind of notice that should be placed on every flier promoting college-sponsored events:

- 1. This event is wheelchair accessible. Individuals needing sign-language interpreters, assisted listening devices, large print, Braille material or any other accommodation should contact (the contact person for your organization and phone number) as early as possible. (The DSPS will coordinate the provision of sign-language interpreters. To ensure availability of interpreters, the contact person for the organization must request sign-language interpreters from the DSPS no less than two weeks in advance of an event.)*
- 2. To arrange for accessible transportation, (where applicable) please contact (the person for your organization and phone number) as early as possible.*