

## VENUE ACCESSIBILITY SURVEY

Columbia University policy requires that University programs be accessible to all students, including those with disabilities. All on and off-campus University sponsored events for students must be held in a wheelchair accessible venue, approved by Disability Services (DS).

To request approval for a venue, please provide answers to the following questions via email at [disability@columbia.edu](mailto:disability@columbia.edu) *in advance* of reserving space for your event. DS recommends that event planners visit the venue themselves to collect information. However, if information must be gathered by phone ask to speak to a venue manager.

**\*\*Please note that DS will need at least 10 business days to review the venue\*\***

### **Accessibility Survey Questions**

- 1. Name and UNI:**
- 2. Date and time of call/visit:**
- 3. Name of person at the venue providing information:**
- 4. Date of event:**
- 5. Name and description of event (who is invited, activities involved – attach if needed):**
- 6. Name, address and phone number of venue:**
- 7. Will the event occupy the entire venue? (Yes/No)**  
**If not, please specify the location within the venue the event will occupy (e.g. name of room, section of venue, downstairs bar area, etc.):**
- 8. Is the main entrance to the venue wheelchair accessible (no steps)? (Yes/No)**  
**If not, please describe the accessible entrance (specify location, is assistance needed to utilize?)**

**9. Does the venue have wheelchair accessible bathrooms?**

**\*NOTE:** A fully wheelchair accessible bathroom includes many features, but it is most important to confirm that one does not need to use stairs to get to the bathroom, that at least one stall is large enough to allow a person using a wheelchair to turn around within the stall, and that it is equipped with grab bars.

**Information for Event Advertisements:**

All publications (electronic, paper, etc.) advertising University sponsored events must include a statement informing attendees how they may request disability accommodations for the event. Publications should also include locations and instructions for using the accessible entrance (if applicable – e.g. Low Rotunda is wheelchair accessible via northeast building entrance) and any other accommodations that are pre-arranged for all participants (e.g. ASL interpreters, large print materials, etc.)

**Statement for events managed by students:**

“Columbia University makes every effort to accommodate individuals with disabilities. If you require disability accommodations to attend this event, please contact Disability Services at 212-854-2388 or [disability@columbia.edu](mailto:disability@columbia.edu) at least 10 days in advance of the event.”

**Statement for events coordinated by departments:**

“Columbia University makes every effort to accommodate individuals with disabilities. If you require disability accommodations to attend this event, please contact NAME OF OFFICE OR SPECIFIC CONTACT PERSON at PHONE or EMAIL at least 10 days in advance of the event.”