



**Public Event
Disability Access Accommodation Request Form**

Event attendees with qualified disabilities may use this form to request a reasonable accommodation for an OHSU sponsored event.

Submit the completed form to the event contact person at least five business days prior to the event. If appropriate, the event contact person or a representative from the Affirmative Action & Equal Opportunity Department (AAEO) can complete the form by phone or in person.

(This form is available in alternative formats upon request to the Affirmative Action & Equal Opportunity Department (AAEO) at (503) 494-5148.)

PLEASE PRINT OR TYPE – ATTACH EXTRA SHEETS IF NECESSARY

Today's Date: _____

1. Contact Information for the person making the accommodation request:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

2. Event Information

Event Name/Title: _____

OHSU Sponsoring Department: _____

Event Date and Day: _____

Event time (beginning and end): _____

Event Location: _____

If your accommodation is for a specific OHSU sponsored event, please **attach** a copy of the event description (i.e. - poster, flyer, brochure, advertising, etc.) if it is readily available.

3. Accommodation Information:

What accommodation(s) are you requesting? Please be as specific as possible.

Why do you need this accommodation to attend/participate in this event? (Documentation may be required to determine whether you are eligible for accommodations due to a disability.)

How long have you experienced this condition or limitation? Is it a permanent or temporary condition?

Signature of Person Requesting Public Access Accommodation:

_____ Date _____

Mail, fax or send this form by email to the department contact person sponsoring the event (see poster, flyer, brochure, or advertising for the sponsoring department's contact information):

(Insert event contact Name and Department)

Oregon Health & Science University
3181 SW Sam Jackson Park Road
Portland, OR 97239-3098

Your request for accommodation will be assessed by the department sponsoring the event in consultation with AAEO at OHSU for final recommendation to the sponsoring department regarding the request.

Additional questions, please contact the sponsoring department contact person or:

**Affirmative Action and Equal Employment Department
Phone (503) 494-5148; Fax (503) 494-8810**

Sponsoring Event Department Information and Form

The department sponsoring the event (Department) should consult and follow the attached Public Event Disability Access Accommodation Request Procedure.

In addition to forwarding the Public Event Disability Access Accommodation Request Form and the Department's written response to the Form to AAEO, the Department should provide responses to the following:

1. What accommodations were considered?

2. Who is fiscally responsible for the event (within your department)?

3. Please identify the department contact person regarding the accommodation decision.

Additional resources regarding reasonable accommodation

Northwest ADA & IT Center: 1 800 949-4232 or <http://www.adata.org>

Oregon Business Leadership Network: <http://www.obln.org>

OHSU Affirmative Action & Equal Opportunity Department: (503) 494-5148 or <http://www.ohsu.edu/aaeo/>

OHSU Office for Student Access: (503) 494-0082