

Public Event Disability Access Accommodation Request Procedure

1. All publications and announcements (posters, flyers, newspaper ads, web announcements, registration materials, etc.) for OHSU sponsored events on and off the main campus should contain the following statement:

“If you have a disability and need an accommodation to attend or participate in this event please contact [insert the name and phone number of the department or organization responsible for the event] at least five business days prior to the event.

The following statement should appear on all OHSU publications (brochures, flyers, posters, etc.):

“This information is available in alternative formats upon request. Please contact [insert name and phone number of the department or organization responsible for the publication.]”

2. If registration is required for the event, the sponsoring department [Department] has the discretion of including a section in the registration form that states:

“If you need a reasonable accommodation to attend or participate in this event please contact _____ no later than _____. (An accommodation will not be assured if a request is not made in a timely manner.)

3. The Department promptly sends the Public Event Access Accommodation Request form (Form) to any requesting individual or the Department can fill out the Form via phone, e-mail or in-person. Alternatively, if the Department can easily address a request, the Department may approve the request informally without using the Form. Nevertheless, the Department should inform the Affirmative Action & Equal Opportunity Department (AAEO) of the request for data tracking purposes.
4. In cases where a Form is used, the Department reviews and assesses the request and prepares a written response, including any proposed reasonable accommodation, i.e., an accommodation that is suitable to the requesting individual that does not fundamentally alter the nature of the event or impose an undue hardship on the Department / OHSU. The Department notifies AAEO of the request and provides a copy of the Form to AAEO with the written response/recommendation.
5. AAEO reviews the Form and the Department’s written response. AAEO makes a final recommendation to the Department.¹
6. As a matter of OHSU practice, the Department is fiscally responsible for costs associated with providing reasonable accommodation at the event.

¹ Exceptions to the law’s requirements must be determined on a case-by-case basis by the Department in consultation with AAEO.

7. The Department contacts the requesting individual in writing, by phone or email, and makes arrangements for the reasonable accommodation.
8. Examples of reasonable accommodations include but are not limited to:
 - Accessible parking
 - Accessible restrooms
 - Seating near the front of the speaker/presentation
 - The use of an attendant or service animal
 - Assistive listening devices
 - An interpreter
 - Information provided in alternative formats, such as brail or electronic copies

Related policies, procedures and forms:

Policy No. 08-01-005 Access for Members of the Public to OHSU Programs, Services and Activities

Policy No. 03-05-030, Equal Employment Opportunity

Policy No. 02-01-002, Equal Access for Students with Disabilities

Public Event Disability Access Accommodation Request Form

Reasonable Accommodation Form for Employees with Disabilities