

# 41.01.99.C1.03 Accommodations at University Facilities and Events



Approved: October 10, 2016  
Next Scheduled Review: October 10, 2021

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## Procedure Statement

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Functions occurring at Texas A&M University-Corpus Christi facilities need to serve all eligible participants including those with disabilities.

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## Reason for Procedure

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In accordance with Title II, Public Entities, of the Americans with Disabilities Act (ADA), the University must protect individuals with disabilities from discrimination on the basis of disability in services, programs or activities. In accordance with Title III, Public Accommodations, discrimination is prohibited on the basis of disability by public accommodations and requires places of public accommodation to be designed, constructed and altered in compliance with current accessibility standards.

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## Definitions

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The ADA defines an individual with a disability as a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

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## Procedures and Responsibilities

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1. General guidelines for requesting accommodation
  - 1.1. As described in University Rule 41.01.99.C1 Use of University Facilities, scheduling of university facilities is decentralized. Different administrative units across campus have responsibilities for event planning and management. It is necessary to request accommodations ahead of time to ensure that there is adequate time to review the request and determine each request on a case-by-case basis. Advanced notice of 14 days is required. It will help ensure that there is adequate time to review each request and make appropriate arrangements.

- 1.2. The campus facilities contractor is responsible for ensuring that new construction, renovations, and alterations to existing structures conform to campus standards and applicable State of Texas laws regarding engineering, architecture, accessibility, fire, and life safety and the ADA Accessible Guidelines.
- 1.3. Included in the inventory of university facilities are structures constructed prior to the ADA. In some instances, variances on compliance have been received for those facilities.
- 1.4. Event organizers are responsible for providing accommodations for participants at their event, including the general public. The event organizer may contact Disability Services at 361-825-5816 for guidance and information on providing accommodations. Request for accommodations cannot be denied by event organizers without prior coordination with the Office of Employee Development and Compliance Services

Special events and activities frequently include arrangement of tables and chairs in specified configurations. The event planning process should include consideration of how people with disabilities will access seating, pathways and activities. Event hosts need to be aware of attendees with mobility considerations to ensure continued access to programs and services.

- 1.5. If more than 50 people gather for a function, assistive listening devices will be made available upon a 14-day request for people who are deaf or hard of hearing. The event organizer and facility staff should be knowledgeable in providing this equipment to attendees. Not all facilities on campus are set up with assistive listening systems. With a 14-day advance notice, the event organizer or facility staff will coordinate the request for assistive listening devices.
- 1.6. Disability Services arranges sign language interpreters for academic support or university functions for students and prospective students (Island Days, Orientations) and serves as the initial point of contact for accommodations at functions open to the community (Distinguished Speaker Series, Culture Fest). All requests must be made with the Disability Services office, during business hours, at least 14 days in advance. Disability Services will coordinate with the sponsoring university group on accommodation requests for community functions. For community functions, the sponsoring university group must provide an interpreter and is responsible for scheduling interpreters and the costs incurred for these services.
- 1.7. For events and activities in university facilities, a statement about accommodations should be included in the marketing materials.
- 1.8. Accessible parking spaces are distributed across university parking lots and the parking garage. The University Police Department oversees parking and traffic regulations. The regulations may be found at the following website: <http://police.tamucc.edu/park/parkingRegulations.html>. Visitors to campus are required to use the parking garage. Arrangements for exceptions may be made directly with the University Police Department at 825-7275.

- 1.9. A Corpus Christi RTA bus stop is located at the University's Island Campus on Ocean Drive and at the Momentum Campus. The CCRTA provides B-Line para-transit service to people whose disabilities prevent them from using regular accessible fixed-route service. For information and arrangements, contact the B-Line Service directly at (361) 289-5881.
- 1.10. Emergency Evacuation. In the event of fire or other emergency requiring building evacuation, elevators are not usually permissible for use. Emergency notification systems in the buildings include automated audible alarms, voice instruction, and a strobe light indicating immediate evacuation is required through the nearest exit. Those unable to use the stairways should go to the nearest phone and call the University Police Department at x4444 (campus phone) or at (361) 825-4444 from a cell phone. They should describe the type of assistance needed and their location. They will receive further instructions for your evacuation. In each multi-storied academic, auxiliary and administration building, an Evac-U-Trac is available to assist in transporting a person with physical disabilities to safety. The complete listing of buildings and locations with Evac-U-Trac can be found on the Environmental, Health and Safety website at <http://safety.tamucc.edu/uploads/Site/Location%20Evac-U-Trac.pdf>.
- 1.11. Where elevators are present in multi-story university facilities, they are maintained by an elevator contractor. In the event of an entrapment, the occupants trapped inside can contact help via a call button in the elevator, and assistance will be dispatched.
- 1.12. For inquiries or special requests, event organizers should contact the following offices:
  - Registrar's Office - Academic Buildings – 825-2276
  - Intercollegiate Athletics - Field House, Dugan Family Soccer and Track Stadium, Chapman Field, Thomas J. Henry Tennis Center - 825-5541
  - Performing Arts Center - 825-2787
  - Recreational Sports - Dugan Wellness Center, Momentum Multipurpose Fields, Outdoor Pool - 825-2454
  - University Center and Student Activities - University Center, non-sport outdoor areas - 825-5202
  - Environmental Health & Safety – 825-5555
  - University Police Department – 825-4242
  - Disability Services – 825-5816
  - Employee Development & Compliance Services Office - 825-5826
  - Specific Events - as advertised
  - Non-University groups/functions – Office of Community Outreach – 825-5773

## 2. Reporting Complaints

To lodge a complaint, contact Employee Development & Compliance Services Office at 825-5826 or <http://www.tamucc.edu/marcom/complaints/compendium.html>.

3. Training/Education/Information

Information regarding this procedure is available on the Texas A&M University-Corpus Christi webpage.

4. Monitoring/Compliance Review

Employee Development & Compliance Services will monitor the implementation of this procedure on an annual basis.

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## Related Statutes, Policies or Requirements

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University Procedure [08.01.01.C1.01 Reasonable Accommodation Request for Employees and Applicants Under the Americans with Disabilities Act, as amended.](#)

University Procedure 33.04.99.C0.01 Service and Assistance Animals on Campus

University Rule [41.01.99.C1 Use of University Facilities](#)

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## Contact Office

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Contact for clarification and interpretation: Employee Development and Compliance Services  
(361) 825-2765