

# 08.01.02.C0.02 Accommodations at University Facilities and Events



Reviewed: April 7, 2022  
Next Scheduled Review: April 7, 2027  
[Revision History](#)

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## Procedure Summary

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Functions occurring at Texas A&M University-Corpus Christi (TAMU-CC) facilities need to serve all eligible participants including those with disabilities. 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 (deemed, labeled, and/or treated) as having such impairment.

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## Procedure

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1. EVENT PLANNING
  - 1.1. As described in university procedure *41.01.01.C0.01, 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 business days

is required. It will help ensure that there is adequate time to review each request and make appropriate arrangements.

- 1.2. Event organizers are responsible for providing accommodations for participants at their event, including the public. The event organizer may contact Disability Services at 361-825-5816 for guidance and information on providing accommodations for students and the ADA Coordinator for accommodations for employees and the public. Request for accommodations cannot be denied by event organizers without prior coordination with Disability Services and/or ADA Coordinator.
- 1.3. 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 potential attendees with mobility, sight, and hearing disabilities to ensure continued access to programs and services.
- 1.4. Events should adhere to current ADA guidelines whether held in person or virtually. Information Technology can provide guidance on technology-equipped locations and technology that will assist in providing accommodations.
- 1.5. Disability Services arranges sign language interpreters for academic support or university functions for students and prospective students (e.g., Island Days, Orientations) and serves as the initial point of contact for accommodations at functions open to the community. All requests must be made with the Disability Services office, during business hours, at least 14 business 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 identifying and scheduling interpreters and the costs incurred for these services. Disabilities Services and/or the ADA Coordinator offices can assist in identifying resources for non-student-related events and activities.
- 1.6. For events and activities in university facilities, the following statements about accommodations should be included in the marketing materials:
  - a) Please indicate if you require any special services, assistance, or accommodations to participate in this program/event by contacting (name of sponsoring department) at (phone number of department or program) by (date – at least fourteen (14) business days before the program/event).

- b) Any qualified individual should give reasonable advance notice of the need for an accommodation. However, any reasonable requests/suitable alternatives should be responded to with the goal of providing access to, and participation in, university events/programs.
- 1.7. Events and activities held virtually through TAMU-CC should follow digital accessibility guidelines provided by Information Technology.
- 1.8. For inquiries or special requests, event organizers should contact the following offices:
- Registrar's Office - Academic Buildings – (361) 825-2276
  - Intercollegiate Athletics - Field House, Dugan Family Soccer and Track Stadium, Chapman Field, Thomas J. Henry Tennis Center – (361) 825-5541
  - Performing Arts Center – (361) 825-2787
  - Recreational Sports - Dugan Wellness Center, Momentum Multipurpose Fields, Outdoor Pool, Hike & Bike Trail – (361) 825-2454
  - University Center - University Center, non-sport outdoor areas – (361) 825-5202
  - Student Activities – (361) 825-2707
  - Environmental Health & Safety – (361) 825-5555
  - University Police Department – (361) 825-4242
  - Disability Services – (361) 825-5816
  - Employee Development & Compliance Services Office/ADA Coordinator – (361) 825-5826
  - Institutional Advancement - Non-University Groups/Functions – (361) 825-2763
  - Information Technology – (361) 825-2692
  - Specific Events – as advertised

## 2. FACILITIES

- 2.1. The university is responsible for ensuring that new construction, major renovations, and alterations to existing structures as well as virtual events conform to campus standards and applicable State of Texas laws regarding engineering, architecture, accessibility, fire, and life safety and the ADA accessible guidelines.
- 2.2. Structures constructed prior to the ADA are included in the inventory of university facilities. In some instances, variances on compliance have been received for those facilities.

- 2.3. Accessible parking spaces are distributed across university parking lots and the parking garage. The University Police Department oversees parking and traffic, and guidance can be found on their university website. Arrangements for exceptions may be made directly with the University Police Department at (361) 825-7275.
- 2.4. Corpus Christi RTA (CCRTA) bus stops for fixed routes are located at the university's Island Campus on Ocean Drive and at the Momentum Campus on Islander Way. CCRTA buses are accessible and equipped with ramps or wheelchair lifts, buses lower to sidewalks, and seating areas at the front of buses are reserved for people with disabilities and older adults requiring assistance with boarding and exiting buses. Wheelchair securement areas are also located at the front of buses. The CCRTA offers B-Line Paratransit Service to people whose disabilities prevent them from using regular accessible fixed-route service. For information and arrangements, contact B-Line Paratransit Services directly at (361) 289-5881.
- 2.5. 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 call the University Police Department at x4444 from the nearest campus phone or (361) 825-4444 from a cell phone. They should describe the type of assistance needed and their location. They will receive further instructions. 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.
- 2.6. Elevators present in university facilities are maintained by an elevator contractor. In the event occupants are trapped in an elevator, the occupants can contact help via a call button in the elevator, and assistance will be dispatched.

### 3. COMPLAINTS

University employees, students, and the public may file a complaint with the EDCS/ADA Coordinator office at (361) 825-5826 or through the university website.

### 4. TRAINING

Training and education will be routinely provided to departments and staff hosting events on a recurring basis.

## 5. MONITORING

The ADA Coordinator will monitor the implementation of this procedure on an annual basis.

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## Related Statutes, Policies, or Requirements

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[ADA Planning Guide Making Temporary Events Accessible for People with Disabilities](#)

[ADA Standards for Accessible Design](#)

[U.S. Access Board Revised Section 508 Standards and 255 Guidelines for Information and Communication Technology](#)

System Regulation [08.01.02, Civil Rights Protections for Individuals with Disabilities](#)

University Rule [08.01.01.C1, Civil Rights Compliance](#)

University Procedure [08.01.02.C0.01, Employee/Applicant Requests for Reasonable Accommodations Under the ADA](#)

University Procedure [08.01.02.C0.03, Service and Emotional Support Animals](#)

University Procedure [29.01.04.C0.01, Electronic and Information Resources \(EIR\) Accessibility](#)

University Procedure [41.01.01.C0.01, Use of University Facilities](#)

This procedure supersedes:

- [41.01.99.C1.03, Accommodations at University Facilities and Events](#)

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## Contact Office

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