



If you are not seeing this symbol inside or outside of the building, you should be suspicious if your meeting place is truly handicapped accessible or not. There are several things to look for to verify if you meet the ADA criteria.

**PARKING:** There should be a parking spot with enough space next to it that someone can transfer into a wheelchair or scooter or get out a walker. It should be near an accessible entrance, which means there should not be any exterior curbs or steps between the car and the door they enter through, and that door should be flush and level with the sidewalk, not a step up into the building.

**AN ACCESSIBLE ROUTE:** Once inside, the meeting room and bathroom facilities should be on the same level, or if not, there must be a ramp, elevator or lift available for use. Some elevators require a key you may not have or are too small for a wheelchair – that won't help. Ramps should have landings at the top and bottom and should not be too steep. Doors should have proper clearances and the door handles should be levers, not knobs (see attached sketch).

**BATHROOM FACILITIES:** There should be grab bars and an accessible sink. There needs to be ample room to turn around (see attached sketch).

If you have all that, great! Your building meets the requirements. Now it's time to think about how you are setting up the meeting place. Are the tables and chairs arranged in such a way as to allow some space so someone in a wheelchair or scooter or using a walker could get in and out easily? Can they get to where the coffee is? There should be a 3'-0" wide path, clear of chairs.

This may all seem technical, so bottom line – imagine yourself in a wheelchair; from the parking spot to inside the meeting space with a visit to the restroom, could you get to where you want and need to go?

If your physical facilities do not meet the above criteria, please check and see if you are listed on the meeting schedule as being handicapped accessible. If you are, please contact the person or group responsible for producing the meeting lists and have the handicapped classification removed from your meeting listing.