

## **DRAFT**

### **ROOM SETUP GUIDELINES**

Events held in the TRS building should be accessible to individuals with disabilities. One way of accomplishing this is to reserve seating for individuals with disabilities. A simple sign on 8 1/2x11 paper placed on several seats can accomplish this without any disruption to the room. The following guidelines should be included in room setup instructions.

#### In the Sanctuary for Services and Lectures

Four seats should be reserved near the front for individuals with disabilities. (Does not need to be the first row – could be second and/or third row.) This is particularly helpful for individuals with low vision or hearing issues.

Four aisle seats should be reserved with the seats next to them for individuals using wheelchairs, walkers or guide dogs. Also consider removing two aisle seats to accommodate individuals with wheelchairs with the next seat reserved for individuals accompanying them.

#### In the North and South Wings, Social Hall and Multipurpose Rooms

For round tables: Set aside 2-3 seats in one of the tables closest to the front of the room. For wheelchair users, the meeting organizer should simply remove a chair from the table where the individual in the wheelchair would like to sit. Ensure that the tables are spaced so that wheelchairs can navigate between the tables.

For rows: Set aside 2-3 seats in one of the front rows and set aside 2 aisle seats and the seats next to them for individuals with disabilities.

In addition, when the School Lobby is set up for meals or other events with seating, the guidelines above should be followed.

In general, if the seating area is filled to capacity and the reserved seats are not being used, it is appropriate for ushers or event planners to release the seats to the general audience a few minutes before the event gets underway.