

ACCESSIBILITY AUDIT

Based on the United Methodist Church's accessibility manual

With many thanks to the United Methodist Church, who permitted us to freely use material from their comprehensive accessibility manual:

Accessibility Audit for Churches, 2nd edition

edited by the Rev. Kathy N. Reeves.

Remember, everyone whether they live with a disability or not, is unique. Therefore, it is impossible to make universal decisions about what accommodations will be completely welcoming to everyone. As with all reciprocal relationships, it is always important and appropriate to ask the people being welcomed what will work for them.

FELLOWSHIP AND MEETING ROOMS

FELLOWSHIP HALLS

yes no

- 1. Is the fellowship hall accessible to people who use wheelchairs or who have mobility limitations?
- 2. Are church members educated in disability etiquette and communication techniques so that people with disabilities will feel welcomed during social hour?
- 3. Is a sign language interpreter available (with advance request) during social hour for Deaf people who are sign language users?
- 4. Is the fellowship hall well enough lighted so that people who have visual impairments can participate comfortably in all activities?
- 5. Are there areas in the social fellowship hall with less background noise so that people who are hard of hearing can communicate comfortably?
- 6. Are there seating areas in the fellowship hall so that people who have mobility impairments can sit and participate comfortably in social hour?
- 7. Is there a fragrance-free area in the fellowship hall near a window that can be opened?

8. Is there an accessible restroom on the same floor as the fellowship hall?

MEETINGS

yes no

1. Are committee and administrative meeting rooms accessible to people with disabilities, including people with mobility limitations?
2. Are printed material for meetings available in larger print or alternative formats on request?
3. Is a sign language interpreter available (with advance request) during meetings for Deaf people who are sign language users?
4. If requested, can all written church correspondence and notification of meetings be followed up with information provided over the telephone for people who have difficulty reading print?
5. Are all minutes made available in alternative formats (larger print, Braille, cassette tapes)?
6. When notes are taken on newsprint at meetings, are all visuals accompanied by a verbal explanation?
7. Are meetings held in rooms with little background noise so that all verbal information can be processed without interference?
8. Is a portable assistive listening system (e.g. FM, infra-red, audio-loop) available in rooms where meetings are held?
9. If meeting rooms do not have assistive listening systems, can meetings be held at a location outside the church where an assistive listening system is available?
10. Is a sign language interpreter available to encourage people who are deaf to serve on committees and boards of the church?