



Reasonable Public Accommodations Policy for Events #1705.023

INITIAL EFFECTIVE DATE: October 30, 2024	LAST REVISION DATE: February 11, 2026	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of the Civil Rights (OCR)
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POLICY STATEMENT

This policy addresses individuals with disabilities attending events on Florida International University campuses or at FIU locations. FIU is committed to ensuring that individuals with disabilities must be able to obtain the same goods, services, facilities, privileges, advantages, or accommodations that are provided to other members of the public for events in compliance with the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Florida Education Equity Act (FEEA), and any other applicable law. Under the ADA, qualified individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and/or equal access to programs and services.

Every sponsor of programs and events is responsible for providing reasonable accommodations when requested. Additional costs that may be incurred shall be the responsibility of the sponsor. The sponsor and the space manager shall also coordinate with the FIU ADA and Accessibility Coordinator at the FIU Office of Civil Rights (OCR) when requested to provide a reasonable accommodation. OCR will determine what auxiliary aides and/or services are available as reasonable accommodations, and determine whether the auxiliary aids and/or services would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations being offered or would result in an undue burden (i.e., significant difficulty or expense). The sponsor and the space manager will coordinate the provision of such aids and/or services.

All events held at FIU campuses or FIU locations shall be barrier-free and accessible or provide reasonable accommodations in accordance with applicable law and regulations. The sponsor shall notify potential attendees of the process to request a reasonable accommodation through the FIU ADA and Accessibility Coordinator; attendees are responsible for making said request at least seven (7) business days prior to the event. The sponsor shall ensure that this information is disseminated in all communications and mediums, including advertisements, on tickets, or any other means of communicating with potential and actual attendees.



SCOPE

The FIU Office of Civil Rights is committed to providing reasonable accommodations, upon request, to qualified individuals with disabilities to ensure equal access to programs, services, and events. This Policy is applicable to attendees of events held on Florida International University campuses or FIU locations.

REASON FOR POLICY

FIU is committed to ensuring an inclusive and equitable environment for its community members and event attendees so that its programs and services are accessible to everyone regardless of ability. FIU has created this Policy to ensure FIU provides equal access to events. This Policy also includes the procedures by which those who are attending an FIU sponsored event can request a reasonable accommodation.

DEFINITIONS

TERM	DEFINITIONS
ADA and Accessibility Coordinator	The University employee designated to oversee compliance with the ADA under this Policy.
Disability	Any physical or mental impairment that limits one or more of an individual's major bodily functions or major life activities (e.g., caring for oneself, walking, seeing, hearing, speaking, breathing, learning, sitting, standing).
Space Manager	The University employee or unit responsible for managing a particular event space.
Sponsor	Any person or organization responsible for hosting the event.
Attendee	Any person who attends events, programs, and activities, including but not limited to attending visitors, students, faculty, and staff.
Reasonable Accommodation	Any change, modification, or adjustment which enables an individual with a disability to enjoy equal access to University events, programs, and activities. Please note that what constitutes a reasonable accommodation is determined by the specific facts of each request and will be determined on a case-by-case basis.

ROLES AND RESPONSIBILITIES

Attendee: An attendee is responsible for making requests for reasonable accommodations at least seven (7) business days prior to the event to the event sponsor or the ADA and Accessibility Coordinator. It is the attendee's responsibility to submit the ADA Accommodations Request Form to the ADA and Accessibility Coordinator for the accommodation to be considered. The Accommodations Request Form can be found go.fiu.edu/access.

Sponsor: The sponsor can be the first point of contact for the attendee making a request. If so, the sponsor will work with the ADA and Accessibility Coordinator regarding the request for an accommodation. The sponsor oversees the implementation of the accommodation, including its cost.

ADA and Accessibility Coordinator: The ADA and Accessibility Coordinator is responsible for managing the accommodation process, evaluating the request, deciding as to whether the request can be granted, and notifying the sponsor and the attendee of the determination.

RELATED RESOURCES

ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the regulations interpreting these statutes.

[FIU # 1705.020 Digital Accessibility](#)

[FIU #175.150 Digital Communication Standards Policy](#)

[FIU #1705.022 Reasonable Accommodation for Faculty, Staff, and Employment Candidates](#)

[FIU # 2509.002 Service and Emotional Support Animals on Campus](#)

CONTACTS

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HISTORY

Initial Effective Date: October 30, 2024

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): October 30, 2024; January 6, 2026 (updated contact information only); February 11, 2026 (update to unit names).



Reasonable Public Accommodations Procedures for Events #1705.023a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
October 28, 2024	February 11, 2026	Office of Civil Rights (OCR)

PROCEDURE STATEMENT

Step One - Submitting a Request

Attendees and sponsors are strongly encouraged to plan ahead and submit a request for an accommodation at the earliest possible opportunity (i.e., upon registering for or planning to attend an event, program, or activity). Every sponsor of programs and events is responsible for providing reasonable accommodations when requested. Additional costs that may be incurred shall be the responsibility of the sponsor. The sponsor and the space manager shall also coordinate with the FIU ADA and Accessibility Coordinator at the FIU Office of Civil Rights (OCR) when requested to provide a reasonable accommodation. OCR will determine what auxiliary aides and/or services are available as reasonable accommodations and determine whether the auxiliary aids and/or services would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations being offered or would result in an undue burden (i.e., significant difficulty or expense).

Attendees are responsible for making requests for reasonable accommodation at least seven (7) business days prior to the event to the event sponsor or the ADA and Accessibility Coordinator. Attendees must submit the ADA Accommodations Request Form to the ADA and Accessibility Coordinator through OCR for the accommodation to be considered. The Accommodations Request Form can be found at go.fiu.edu/access.

Step Two - Discussion

The ADA and Accessibility Coordinator will review the file and meet with (at a minimum) the attendee requesting the accommodation, the sponsor and the space manager to discuss the request and begin to identify reasonable accommodations that may be effective.

Step Three - Evaluation

The ADA and Accessibility Coordinator will consider the needs and requests for reasonable accommodations and will consider the following factors, including but not limited to:

- a) Whether the attendee’s physical or mental condition limits one or more major life activities. This factor is based on the information provided by the requestor. The law **does not** permit us to ask for specifics relating to the disability.
- b) Whether the requested accommodation would enable the attendee to fully participate in the event
- c) The impact that the requested accommodation or modification has on the event, program, or activity.

The University will defer to the individual's request unless the University has an equally effective alternative (or if the University establishes in writing that the chosen auxiliary aid or service would result in a fundamental alteration of its services, programs, or activities, or if it would be an undue financial or administration burden). In those circumstances, the University shall take any other action that would not result in such a burden but would nevertheless ensure that, to the fullest extent possible, individuals with disabilities receive the benefits or services provided by the University. The University is not required to provide any accommodation that would constitute an undue hardship.

Step Four - Notification

The ADA and Accessibility Coordinator evaluating the request for an accommodation shall provide the attendee, the sponsor, and the space manager with written notification of the determination (i.e., whether the request has been granted or denied). An appropriate accommodation will be granted unless it is unreasonable and will fundamentally alter the event. If the request is denied, the ADA and Accessibility Coordinator will provide the rationale for the denial.

Step Five - Providing the Accommodation If Granted

The sponsor and the space manager will coordinate the provision of such aids and/or services that the ADA and Accessibility Coordinator has determined is appropriate.