

Procedure #3101
Title: ACCOMMODATIONS FOR PUBLIC AND COMMUNITY EVENTS
Category: Administration
Date of Initial Approval: June 18, 2025
Revision/Reauthorization Dates:
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this procedure is to support events sponsored/coordinated by MSA to ensure that individuals can request accommodations for their participation.

II. CRITERIA AND PROCESS

Following regulations set forth in the Americans with Disabilities Act (ADA), MSA is committed to providing reasonable accommodations for public and community events that we sponsor and/or coordinate. All events sponsored by MSA are required to consider and plan for accessibility so that everyone can participate fully.

Supervisors are responsible for ensuring that all promotional materials (videos, flyers, meeting notices, etc. inform potential participants about accommodations that are already included and contact information for individuals to request additional accommodations if needed. A deadline should be clearly defined so that MSA has adequate time to arrange those accommodations.

Upon receipt of requests, supervisors are responsible for determining whether the request is reasonable and making arrangements to provide such accommodations if deemed reasonable.

III. LIMITATIONS AND EXPECTATIONS

- Accommodations for events sponsored by external organizations that use MSA facilities are the responsibility of those external organizations.
- When MSA shares information about external events on our social media and/or websites, the following statement must be added to direct any requests for accommodations to the sponsoring organization.
Social Media/Website Disclaimer statement:
 - The information posted above is shared by MSA as a courtesy to the sponsoring organization. MSA does not coordinate or sponsor this activity - Please contact the organization directly with any questions or requests for accommodations.
- Supervisors are responsible for training sponsors, coaches, coordinators, and other staff members regarding our commitment towards providing appropriate and reasonable accommodations, including universal design adaptations that provide increased inclusion of all.