

AO 26 UNIVERSITY OF PITTSBURGH PROCEDURE (formerly 04-01-09)

CATEGORY: FACILITIES
SECTION: Control and Assignment
SUBJECT: Off-Campus Conference Facilities
EFFECTIVE DATE: September 22, 1994
PAGE(S): 3

PROCEDURE

I. PURPOSE

To outline the procedure for contracting off-campus rental sites for University conferences to ensure that locations chosen are fully accessible or capable of accommodation. In determining accessibility, federal guidelines must be used as the evaluation criteria.

II. SCOPE

This procedure applies to all University Sponsored Educational Programs, e.g. conferences, workshops, meetings, seminars, or other University sponsored educational programs open to the public and held at off-campus locations not owned or operated by the University of Pittsburgh.

III. DEFINITIONS

Certification of Accessibility - A representation by the owner of a facility of the condition of the facility.

University Conference Planner - Any University personnel, including University faculty, administrators, staff, students, or their agents who organize University-sponsored conferences, including selection of conference site and registration of participants.

IV. ADMINISTRATIVE RESPONSIBILITIES

The Office of Conference Coordination is responsible for maintaining a list of hotels, conference centers, and other potential meeting sites, which have provided accessibility information to the University, requesting accessibility information on an annual basis of off-campus meeting facilities frequently used in the Pittsburgh areas, and advising off-campus sites that certification will be required for any University-sponsored off-campus educational event.

The University Conference Planner is responsible for inquiring as to accessibility of an off-campus facility, or portion thereof, as part of any initial inquiry into potential rental of an off-campus site, and prior to negotiating a contract for such a site, ensuring that a certification from the owner of the off-campus site regarding accessibility of the facilities is on file. This individual is also responsible for ensuring that the contract includes a clause indemnifying the University in the event the University incurs any liability or loss arising out of or related to a claim of non-accessibility.

The Off-Campus Site Owner is responsible for providing a completed Facilities Survey for Off-Campus Events and reasonable accommodations to any registrant requesting accommodation based on accessibility deficiencies of the chosen site, if any.

The Facilities Planning Division of the Office of Facilities Management is responsible for serving as a resource center and consultant for University Conference Planners in ensuring that the off-campus site will provide reasonable accommodations to any registrant requesting accommodation, in sufficient time to relocate the conference, if necessary.

V. PROCEDURE

Selection of Site

University Conference Planner

1. As part of the initial inquiry of all potential rental sites, contact the Office of Conference Coordination to determine whether a current certification is available for an off-campus site under consideration.

NOTE: To be considered current, the certification must be dated within one year prior to the proposed off-campus event.

2. If no certification exists on file for an off-campus site under consideration, forward to the owner or managing agent of the site FORM 0193 PITT 5025, Certification of Accessibility (Exhibit A) and the Facilities Survey for Off-Campus Events (Exhibit B).
3. If it is determined by the above-described evaluation process that the selected site has certain accessibility barriers through consultation with the Facilities Planning Division of Facilities Management or other knowledgeable source, request that the site provide reasonable accommodations to any registrant requesting accommodation.
4. Ensure that the contract includes an ADA indemnification clause.

NOTE: A sample clause is available from the Office of Conference Coordination.

Other Accommodations

University Conference Planner

1. Include in registration materials, the following language:

"We encourage participation by all interested individuals and use best efforts to choose a location which meets the criteria of the Americans with Disabilities Act. Notwithstanding our best efforts, the program location may not satisfy all of the federal accessibility standards. If you have a disability, advance notification of any accommodation will help us better serve you. Inquires concerning accommodations should be addressed to (name, address, and phone number of University conference planner) at least two weeks in advance of the date of the conference."

2. Identify in advance, any need for auxiliary aids and services which may not be a fixture of the off-campus facility but which can be provided by the conference, such as, but not limited to, large print materials or assistive listening devices.

VI. EXHIBITS

[Exhibit A - FORM 0193 PITT 5025, Certification of Accessibility](#)

[Exhibit B - Facilities Survey for Off-Campus Events](#)

VII. REFERENCE

[Policy AO 26, Off-Campus Conference Facilities](#) (formerly 04-01-09)