



## ACCOMMODATIONS FOR MEETINGS/EVENTS

OP-P 814

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Operating Protocol-Procedure #: 814

Category: Facilities

Office of Primary Responsibility: Disability Resources

Approval Date: 7/1/15

Effective Date: 7/1/15

Revised:

### **Purpose** (Clearly state the rationale and purpose for this Operating Protocol)

To provide direction on requesting accommodations for persons with disabilities for college-sponsored meetings/events.

### **Applicability** (Identify to whom this Operating Protocol applies)

All PCC employees and student organizations.

### **Definitions** (Define abbreviations, acronyms, and technical terms)

None

### **References** (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

None

### **Attachments** (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

### **Operating Protocol** (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

In order to make accommodations available for individuals with disabilities attending meetings and events held by the college, the following statement should be added to all announcements regarding the meeting or event:

"Reasonable accommodations will be provided upon request for persons with disabilities. To make a request, please notify the PCC Disability Resources Team at 719-549-3446 or [Disability.Resources@pueblocc.edu](mailto:Disability.Resources@pueblocc.edu) at least five working days before the event."

### **Procedure**

None – See Protocol