

South House Accessibility Policy

Approved: July 6, 2022

SECTION 1: ACCESSIBILITY OF MEETING LOCATIONS

1. South House will strive to ensure that all meeting locations both in person and online are accessible, comfortable, and safe to hosts and participants.
 - 1.1. **Lighting:** South House will ensure that all in-person meetings are held in a room without fluorescent lighting or flashing lights.
 - 1.2. **Wheelchair accessibility:** All in-person events held outside of the South House will be booked in a wheelchair accessible space, including washrooms and all spaces being utilized by hosts and participants.
 - 1.3. **Virtual events:** All virtual events will have closed captions and a chat box feature (i.e. Google Meets), and not require video, audio or chat participation.
 - 1.4. **ASL interpretation:** All in person and online events will have an ASL interpreter available upon request when given 1 week notice before the event.
 - 1.4.1. The event should be promoted 1 week *before notice is needed* to give folks time to ask for accommodation.
 - 1.5. **Accessibility of Web Materials:** All images posted to South House's Instagram and Facebook will include an image description. Graphics will have contrasting colors, large/bolded text, and non-moving images.
 - 1.6. **Scent:** All in person events and meetings will be held in a low-scent or scent-free space. However, we are a public space and cannot guarantee this in the space or at events.

- 1.7. **Event promotion:** when planning any event or meeting, including those in partnership with other organizations, access notes will be included in the promotional material, and participants will be asked to contact the event host if there are any accessibility needs to be met.
 - 1.7.1. Please see section 2 for more information on access notes.
- 1.8. **All genders washroom:** South House will indicate the location of the nearest all genders washrooms for each in-person meeting and will hold in-person meetings in locations with nearby all genders washrooms.
- 1.9. **Food and drink:** South House will supply plastic straws at the center and at all in person events.

SECTION 2: ACCESS NOTES FOR PROMOTIONAL MATERIAL

2. Promotional material for events shall include the following information:
 - 2.1. **All events**
 - 2.1.1. Contact the designated host with access needs
 - 2.1.2. ASL available upon request when given 1 weeks notice
 - 2.2. **In person events**
 - 2.2.1. Wheelchair accessibility of location/washroom
 - 2.2.2. Availability of an all genders washroom
 - 2.2.3. Lighting of event room/location
 - 2.2.4. Scent reduced or scent free (however we are a public space and this cannot be guaranteed)
 - 2.2.5. Engagement style
 - 2.2.5.1. South House events are a low-pressure space and we recognize that participation can look differently for different people

2.2.5.2. Folks can participate in a way that feels comfortable (i.e. no pressure to speak)

2.3. Online events

2.3.1. Automated closed captions available

2.3.2. Engagement style

2.3.2.1. South House events are a low-pressure space and we recognize that participation can look differently for different people

2.3.2.2. Folks can participate in a way that feels comfortable (i.e. no pressure to have camera on or speak with microphone)

2.3.3. Chat box available; participants can ask host to read things out loud if they are comfortable