



UNIVERSITY
OF HAWAII
HILO

Request for Accommodation - for public events

If your office, program, or department holds events which are open to the public, you might receive requests for accommodation from persons with disabilities. Please inform your staff of the following protocol for handling requests for disability accommodations.

- STEP 1. Solicit information to complete the form on the back of this sheet. Inform the caller that someone will get back to them regarding the accommodation request.
- STEP 2. Send or fax this completed form to the office of the Vice-Chancellor for Student Affairs (fax #974-7691).
- STEP 3. The Vice-Chancellor for Student Affairs will determine the appropriate resources for providing the accommodation. **Please note that it is the responsibility of the office, program or department sponsoring the event to provide and pay for the accommodation; the Office of the Vice-Chancellor for Student Affairs serves as a consultant for identifying accommodation resources.**
- STEP 4. The Office of the Vice Chancellor for Student Affairs will return the form with the recommended action and list of resources to the office which received the request.
- STEP 5. Make arrangements for accommodations and notify the person who requested accommodations.

When publicizing the event, include a statement about disability accommodations, e.g. ***For disability accommodation, please contact [name] at [ph.], [TTY no.] by [date 10 days prior to event].***

Administrative Affairs

200 W. KAWILI ST.
HILO, HI 96720-4091

TEL: (808) 974-7750
FAX: (808) 974-7541

For simple accommodation requests which do not require consultation with the Office of the Vice-Chancellor for Student Affairs (e.g. accessible parking permit, elevator access, front-row seating), please contact the appropriate offices directly to arrange the accommodation.

(TURN OVER FOR REQUEST FOR ACCOMMODATION FORM)

REQUEST FOR ACCOMMODATION FORM

STEP 1. OBTAIN INFORMATION *(to be completed by office receiving request)*

Event _____

Date & Time of Event _____

Length of Event (approx. hours or number of days) _____

Person requesting accommodation _____

Phone # _____ Fax# _____ Email _____

Mailing Address _____

Accommodation requested:

Request received on: _____ by _____
(date) (person/office)

STEP 2: SEND/FAX INFORMATION TO OFFICE OF VICE-CHANCELLOR FOR STUDENT AFFAIRS, Fax: (808) 974-7691, Phone: (808) 974-7334, TTY: (808) 974-7335

STEP 3: DETERMINE APPROPRIATE ACTION/RESOURCES
(to be completed by Office of Vice-Chancellor for Student Affairs)

Recommended accommodation **or** denial of accommodation and reason:

Recommended resources/referral:

STEP 4: RETURN RECOMMENDATIONS TO:

_____ (name/office)

Fax: _____ Date _____

STEP 5: MAKE ARRANGEMENTS AND NOTIFY REQUESTOR
(to be completed by office which received request for accommodation)

Arrangements made:

Notified requestor by phone/mail/other _____

Date _____ Notified by _____