

Access Guide
for
825 Arts
825 UNIVERSITY AVE W



Image Description: A crowd enters 825 arts, which has a marquis light of the name, a yellow slatted overhang, and glass windows. Two 825 Arts youth leaders wearing 825 t-shirts welcome them in.

Template created by Emily Williams Roberts and the Society of
Ethnomusicology Disability and Deaf Studies Special Interest Group
Used with Permission

Table of Contents

[Introduction to the Access Guide](#)

[Full List of Answered Questions](#)

[Arriving in **Location**](#)

[Staying in **Location**](#)

[Staying at the **Venue**](#)

[Access to the **Venue** Conference Area](#)

[Access for Presenters](#)

[Accessible Food Options](#)

[Social Activities](#)

[Emergency Services](#)

[Emergency Procedures](#)

[Contact Information for Access Needs](#)

Introduction

It is with great excitement that we hope to welcome you to 825 Arts. We offer a bevy of different art programming, from Double Dutch to Minecraft to Painting to Theater.

This access guide aims to answer some of the commonly asked access questions about our space. While we recognize that this guide will not be able to account for nor solve all access barriers, we hope it shall be a critical step toward more inclusive venues.

The guide is designed in a question and answer format, built on the answers to a survey sent out prior to the 2021 Society for Ethnomusicology conference. It is divided into relevant topics, based on question type, and the guide is hyperlinked to allow for ease of reference. Suggestions for future questions to add to this guide may be sent to ewroberts@uchicago.edu or entered into [this google form](#).

Template Editor's Note: Hello, and welcome to my template. This document was a labor of love, created by and for the Society of Ethnomusicology. Questions were collected through research of similar templates as well as by surveying our membership. It was first used in its entirety by the Society for American Music.

I wish to note a few important points that make this document successful.

- First, legally accessible does not equal functionally accessible. Laws such as the ADA, while critical, set a bare minimum standard for architects, contractors, and businesses. Simply acknowledging that something is "ADA accessible" does not tell disabled individuals much at all. An ADA accessible building might require the use of a side or back entrance, going to the bathroom on a different floor, or having to make special requests to get basic needs met. Additionally, access laws differ from country to country. If you expect to have international attendees, or are hosting a conference outside of the country of primary membership, please note that saying "ADA accessible" "ACA accessible", etc, expects your members to have an understanding of their legal rights in that country. While I, the author, may read the ADA for fun, most people do not.
- Next, please consider the depth of your answer. While it may seem tempting to place a simple answer, this is incredibly insulting. Saying, for example, that the public transportation system is accessible, once again, does not tell us anything. Is it wheelchair accessible? Do I need a disability pass? Do I need to pre-apply for a pass? Are they Deaf accessible? Blind accessible? Are all the stations equally accessible or are there "historic stations" that don't have elevators?

- Further, please note that disability is an intersectional issue. Disability is a BIPOC issue. Disability is a queer issue. Disability is a trans issue. Disability is a feminist issue. Diversity without disability is diversity only for those who are able-bodied.
- Lastly, please consider the format of this template. While many of the details may not be noticeable, there is a lot of intent. The font, as I'm writing this, is called "Lexend," and it is a dyslexia friendly font. This document is also screen-reader accessible, and can have inverted colors. Consider making these or similar design choices in your document.

To summarize, able-bodied "access" and disabled "access" are often defined differently - one as design and one as function. In this miscommunication sits hurt, anger, and frustration. It is the basis for accusations of ableism and discrimination, despite best intentions. The only way to right this miscommunication is to listen.

This document is, first, a frequently asked questions that conference goers often want to know. Secondly, it is a diagnostic. As you fill out the template, you will start to see areas where active remediation needs to occur for the conference to be accessible. Lastly, my dream is that these questions begin to be part of the selection process for conference locations.

This document is free to use, but please attribute as above. If you have questions, comments, or additions you recommend to this document, please email to ewroberts@uchicago.edu. I will often update this blank guide with new suggestions, questions, and helpful tips!

In hopes of a more accessible tomorrow,

Emily Williams Roberts

Society of Ethnomusicology Disability and Deaf Studies SIG

- Access Coordinator: 2020-2022
- Board Chair: 2022-2023

University of Chicago

Full List of Answered Questions

Arriving at 825 Arts

- [Will remote presence be possible?](#)
- [Are there environmental factors, such as heavy pollution, that participants should be aware of?](#)
- [Is there accessible public transit? How does the city define “accessible”? What access is available? Are there limited stops available?](#)
- [Is there accessible public transport specifically from the airport to the location?](#)
- [Is there accessible private transit to and from the airport? How much should I expect to pay for this service?](#)

Staying at the ****Venue****

- [What accessibility measures has the venue hotel taken? How have they implemented ADA standards?](#)
- [Can the venue accommodate special requests for guests staying at the venue?](#)
- [Is there luggage assistance available for guests staying in the hotel?](#)
- [Is the Hilton service dog friendly?](#)
- [How many wheelchair accessible rooms are available?](#)
- [How many non-smoking rooms are available?](#)
- [How many Deaf-accessible rooms are available?](#)
- [Is there a special process to reserve an accessible room?](#)
- [Is the front door accessible, or is there a separate accessible door?](#)

Access to the Festival

General questions

- [Has the venue had any kind of disability awareness training?](#)
- [What is the walking terrain around the venue like?](#)
- [Is there any storage available for guests not staying in the building?](#)

Arriving at the Conference

- [What door should guests enter for the conference? \(Picture?\)](#)
- [Where is the closest accessible parking to the door guests should enter? How far away is it? Are there accessible walkways from the parking to the entrance?](#)
- [Will all accessible doors be unlocked from both directions for the entire conference? Will they be locked at certain hours? \(Some accessible doors are locked from the outside, and require assistance to enter\)](#)

- [How does a person in a wheelchair enter the venue/hotel building if arriving by taxi? By car? On public transport?](#)
- [How much walking is required to get between the nearest disabled parking space, the lobby, guest rooms, meeting rooms, nearest restrooms and lunch location? What is the wheelchair route between these locations? What is the terrain? Are elevators centrally located?](#)

Moving within the Conference

- [What is the layout of the space? \(Floor plan would be ideal\)](#)
- [Will the conference be held on multiple floors?](#)
- [Where are the ADA entrances and elevators? Is there braille signage?](#)
- [How many elevators are there?](#)
- [Are there any required stairs? If so, to which spaces?](#)
- [How wide are the walkways between conference rooms? Will walkways between rooms be kept clear, or will they have tables/signage/etc?](#)
- [What is the maximum distance between two session rooms?](#)
- [How much time will be given between sessions?](#)
- [In the standard set-up of the space, will there be enough space at the back of the room for mobility aids to navigate?](#)
- [Will there be reserved disabled seating in the conference rooms? Will these be at the edge or back of the rooms?](#)
- [What types of chairs will be used? Do they have arms? Are they padded? \(A picture of the chairs would be ideal\)](#)
- [Will there be seating available in non-presentation spaces \(such as hallways and party events\)](#)
- [Is there a quiet room? If so, will it be locked at any point? Are there any access issues for this space?](#)

Restrooms

- [Where are the accessible bathrooms? How accessible are they? Are all bathrooms accessible?](#)
- [Where are the gender-inclusive restrooms?](#)
- [Are there service dog relief areas nearby? If so, where? What is the route to reach this space?](#)

Conference Participation

- [Will there be bleed-through sound between rooms?](#)
- [During general meetings, how will voting rights for disabled members be ensured?](#)
- [Will AV systems be in all rooms?](#)
- [Will all printed materials be available online? Screen reader accessible?](#)
- [Will there be on-site childcare available? If not, what are childcare options in the area?](#)
- [What lighting should we expect in the rooms?](#)

Access for Performers

- [Are there raised stages? If so, are there ramps to access? Are there railings on steps?](#)
- [Will AV systems be in all rooms? What kind of microphones will be used?](#)
- [Will speakers be assumed as able to use a podium?](#)
- [Will alternative microphones \(such as lapel mics\) be available? If so, will they need to be requested? How much lead time do microphone requests need?](#)
- [What tech support will be available?](#)
- [What lighting should we expect in the rooms?](#)
- [Will internet access be provided? If so, is it free or should we expect to pay for it? How reliable is the internet in the conference rooms?](#)

Accessible Food Options

- [What food services are available in the building? What dietary restrictions can they serve? Are they ADA accessible?](#)
- [What food services are available in walking distance of the Hilton? What dietary restrictions can they serve? Are they ADA accessible?](#)
- [Can delivery services drop off food? If so, what options for postmates, ubereats, grubhub, etc are there? What address should be used for delivery?](#)
- [What reminders about food allergies have party planners been given? Will any parties be serving top 8 allergens?](#)
- [Where can I purchase groceries that fit my dietary needs? \(Allergens, gluten, kosher/halal, etc\)](#)
- [What budget-friendly food options are available?](#)

Social Activities

- [Is it safe to walk around this area at night? Safe for some?](#)
- [Are there child friendly spaces at the venue?](#)
- [Will there be accessible transit to off-site locations where social events are being held?](#)
- [Will there be chairs at onsite social events?](#)
- [Will flashing light notices be offered at social events?](#)
- [Outside of the venue, where are accessible and LGBTQIA+ friendly social spaces?](#)

Emergency Services

- [Where is the nearest hospital?](#)
- [Where is the nearest pharmacy?](#)
- [Local emergency doctors/urgent care?](#)
- [Where can I find wheelchair repair/rental services?](#)
- [Where can I purchase medical supplies?](#)
- [Where can I access a physiotherapist?](#)
- [Where are the closest dialysis clinics?](#)
- [Where are emergency veterinarian clinics?](#)

Emergency Procedures

- Severe Weather
- Active Shooter

Contact Information for Access Needs

- [Will someone be available onsite to help troubleshoot access needs?](#)
- [Who should I contact to find out more about access features of the venue?](#)

Arriving at Frogtown Arts Festival

Will remote presence be possible?

This depends on the program! For programs like Minecraft, there's an option to use a fully-digital access point; for things like double dutch or art-b-qs, not so much. If you have further questions on this front, please email communications@825arts.org, or look at our website for information on specific programs.

Are there environmental factors, such as heavy pollution, that participants should be aware of?

We are located on University Avenue, and when outside there may be some road pollution, as well as potential smoke and pollen exposure. Inside our building it is air conditioned and we have filtered air. We are not a scent-free building, and you may occasionally deal with scented cleaners, paint and ink smells, and other mild pollutants.

Is there accessible public transit? How does the city define "accessible"? What access is available? Are there limited stops available?

We are right on the Victoria Street stop of the Green Line Light rail. The stop has ramps, wheelchair friendly cars, and runs every 15 minutes. We are on University Avenue, which is sometimes dangerous to traverse, but we are beside two crosswalks and a stoplight. The green line also has some braille signage and all stations are announced verbally as well as by lit signs on the trains.

Access to 825

General questions

Has the venue had any kind of disability awareness training?

Some, but not all, staff has specific disability access training.

What is the walking terrain around the venue like?

Our sidewalks are often bumpy, though not heavily deteriorated, and are half concrete, half historic brick which is worn and buckled in some places. Our neighboring pocket park is on grass and concrete.

Awaiting answer; if you have information on this topic, [please let us know here!](#)

Is there any storage available for visitors?

No; we cannot hold any items in the space for visitors who are not volunteers or performers. Lockers are available for volunteers and employees.

Awaiting answer; if you have information on this topic, [please let us know here!](#)

Arriving at 825

Where is the closest accessible parking? Are there accessible walkways from the parking to the entrance?

Parking is available at Ryan Plumbing, at the corner of Avon and University. There is sidewalk down the whole block between the three festival spaces (Pocket Park, 825 Arts, and the Green Space). If you need accessible drop off, you may use Demera Ethiopian Restaurant next door to us, but please do not park in their lot long term. You can also park on University Avenue AFTER 6pm.

Will all accessible doors be unlocked from both directions for the entire conference? Will they be locked at certain hours? (Some accessible doors are locked from the outside, and require assistance to enter)

The front doors at 825 Arts are accessible and unlocked from both sides during our open hours.

How does a person in a wheelchair enter the venue/hotel building if arriving by taxi? By car? On public transport?

The front door is a great drop off point, otherwise please park in the aforementioned accessible lot.

How much walking is required to get between the nearest disabled parking space, the lobby, guest rooms, meeting rooms, nearest restrooms and lunch location? What is the wheelchair route between these locations? What is the terrain? Are elevators centrally located?

All spaces open to visitors are on the same level. The theater is straight back about 30 feet from the front door, and accessible seating is immediately within. The front half of 825 Arts has an accessible elevator, which is operable without help and unlocked, leading to a quiet room and the 3rd Space. Accessible single-use restrooms are immediately inside the door. There is a bathroom with a changing table in the theater lock of 825 arts, which is roughly 30 feet into the building. The pocket park is roughly 100 feet from 825, and the green vendor space is roughly 150 feet from the building. A map will be provided alongside this guide.

Moving within the Conference

What is the layout of the space?

Please see the attached floor plan and map.

Is there public space on multiple floors?

It depends. Most everything is on the main level, except for the third space (most commonly used for small gatherings and staff spaces, the tech booth (exclusive to renters, staff, and high-level volunteers), and the quiet room. All of this is accessible by elevator and stairs.

Where are the ADA entrances and elevators? Is there braille signage?

There is braille signage throughout 825. The accessible elevator is behind the stairs on your right when you enter the building.

How many elevators are there?

One, which is unlocked and usable without help.

Are there any required stairs? If so, to which spaces?

Yes. The upper backstage area, which is off limits to visitors, is inaccessible due to required stairs.

How wide are the walkways between conference rooms? Will walkways between rooms be kept clear, or will they have tables/signage/etc?

There are no tight hallways, but the entries to the theater include a sound and light lock that can have pinch points for those wheeling through.

What is the maximum distance between two spaces?

120 feet, from the front of the building to the back.

In the standard set-up of the space, will there be enough space at the back of the room for mobility aids to navigate?

Yes.

Will there be reserved disabled seating in the performance spaces? Will these be at the edge or back of the rooms?

Yes; our layout for the theater includes reserved accessible seating in each iteration it can be laid out in, at the edges and backs depending on setup.

What types of chairs will be used? Do they have arms? Are they padded?

We will be using our padded theater chairs in the main stage, which have arms. In the Pocket Park and Green Space, we will be using unpadded folding chairs and backless benches.

Will there be seating available in non-presentation spaces (such as hallways and party events)

Seating is available in all spaces; the theater has seats, the third space has folding chairs, and the flex space has modular seating available depending on the day's setup.

Is there a quiet room? If so, will it be locked at any point? Are there any access issues for this space?

We have a quiet room available by request on the second floor. It is accessible via stairs or elevator.

Restrooms

Where are the accessible bathrooms? How accessible are they? Are all bathrooms accessible?

We have 3 accessible bathrooms; two are single-use at the front of our building to the left as you enter the building. The third is in the center of the building on the right side by the right side sound and light lock. Sharps containers are available, and the third bathroom includes a changing table. There is also a backstage bathroom for performers and crew.

Where are the gender-inclusive restrooms?

All of our bathrooms are gender-inclusive.

Are there service dog relief areas nearby? If so, where?

What is the route to reach this space?

We are surrounded by green space, just please remember to pick up after your dog! Go out the front door to the left or the right and you'll either find the pocket park or the open green space.

Conference Participation

Will there be bleed-through sound between rooms?

There is some minimal bleedthrough between the theater and the flex space, and between the flex space and the third space, though this is mostly modulated by the sound and light locks and doors.

Will AV systems be in all rooms?

No; AV is only in the theater. There is a vibecast screen in the Third Space, and bluetooth speakers may be used in the Flex Space, depending on the day's setup.

Will all printed materials be available online? Will materials be screen reader accessible?

All event and program information is available online as well as in print. We strive to make these screen reader accessible, though are not always successful.

Will there be on-site childcare available?

We have youth-oriented and parent-child programming available. However, if they are not actively attending a class, workshop, or event space, we ask that children remain accompanied at all times.

What lighting should we expect in the rooms?

The lighting inside 825 Arts is LED. Outside, we use a mixture of halogen and LED bulbs.

Access for Presenters

Are there raised stages? If so, are there ramps to access?

Are there railings on steps?

Our stage has the option of being raised or flat, depending on the renter/presenter/event. Please check our website for specific event information.

Will internet access be provided?

Only for staff, visiting renters, and volunteers.

Accessible Food Options

What food services are available? What dietary restrictions can they serve?

We have a concessions stand that serves bottled drinks. Otherwise, food will come from outside our venue and be event-specific.

What food services are available in walking distance? What dietary restrictions can they serve? Are they ADA accessible?

University Avenue includes over 50 restaurants you can choose from. Homi, IPho, King Cajun, and Best Steakhouse all have wide menus and many options for dietary restrictions. Please check their websites for further information.

Can delivery services drop off food? If so, what options for postmates, ubereats, grubhub, etc are there? What address should be used for delivery?

Yes! As long as the driver can find you, you can order food. We recommend you send drivers either to the front door (825 University Ave W St Paul MN 55104) or to one of our lots for parking. Please exercise caution as we are on University Avenue, which gets a lot of traffic.

Social Activities and Safety

Is it safe to walk around this area at night? Safe for some?

Our area can sometimes be intimidating. We recommend bringing a friend with you if you will be walking after 8pm.

Are there child friendly spaces at the venue?

Yes! Our whole space tends kid-friendly, but you'll want to check the day's programming on our calendar to be sure what's available.

Will flashing light notices be offered?

Yes; outside the main stage, where there may be flashing lights.

Emergency Services

Where is the nearest hospital?

United Health Hospital: 333 Smith Ave N, Saint Paul, MN 55102, United States

Where is the nearest pharmacy?

CVS inside of Target: 1300 University Ave W, Saint Paul, MN 55104, United States

Where are local emergency doctors/urgent care?

Concentra Urgent Care: 570 N Asbury St, Unit 101, Saint Paul, MN 55104, United States

Crocus Hill MinuteClinic: 1040 Grand Ave, Saint Paul, MN 55105, United States

Allina Urgent Care: 333 Smith Ave N, Saint Paul, MN 55102, United States

Awaiting answer; if you have information on this topic, [please let us know here!](#)

Where can I find wheelchair repair/rental services?

Jackson Medical Equipment: 982 Thomas Ave W, St Paul, MN 55104

Fairview Home Medical Equipment: 2200 University Ave W Suite 110, St Paul, MN 55114

Awaiting answer; if you have information on this topic, [please let us know here!](#)

Where are emergency veterinarian clinics?

St Paul Pet Hospital: 377 Dayton Ave, Saint Paul, MN 55102, United States

Grand Avenue Veterinary Center: 1140 Grand Ave, Saint Paul, MN 55105, United States

Humane Society: 1159 University Ave W, Saint Paul, MN 55104, United States

Emergency Procedures

Severe Weather Plan:

- Make your way to 825 Arts; in case of Tornado or Severe Thunderstorm, enter the theater for safe shelter

Active Shooter Plan

- In the event of an active shooter, please remain calm and (if outdoors) make your way to Fellowship Church or NGOGN Bistro East of Avon Street.

Medical Emergency

- In the event of a medical emergency (Seizure, allergic reaction, fall, etc) please flag down any available staff member if possible. We have multiple trained first responders on site who will help, and can also call an ambulance if necessary.

Contact Information for Access Needs

Will someone be available onsite to help troubleshoot access needs?

Yes! All of our staff is willing and able to help troubleshoot needs.

Who should I contact to find out more about access features of the venue/hotel?

Contact our general help lines at communications@825arts.org or faf@frogtownaf.org, or our building director matt@825arts.org