Sample Accessible Venue Descriptions

Help your guests plan and request what they need in order to participate fully in your event by including a brief description of the venue and the event environment in your event communications. Additionally, when you identify potential barriers to full access in advance, you communicate that your team is committed to providing appropriate accommodations to guests who may need them. This resource offers sample venue descriptions for two popular campus event spaces. Please feel free to use them or to take them as a model to write your own.

MacEwan Hall Ballroom

**Location:** The MacEwan Hall Ballroom is located on the third floor of the MacEwan Conference and Events Centre. It is accessible by stairs or elevator.

**Washrooms:** Men’s and women’s washrooms with accessible stall options are located just outside the venue space on the third floor of MacEwan Hall. Multi-stall all-gender washrooms with accessible stall options are located on the second floor of MacEwan Hall. The nearest single-stall all-gender washroom is located in the Science B building.

**Transit and parking:** As a University of Calgary campus building, MacEwan Hall is served by the C-Train Route 201 Tuscany/Somerset-Bridlewood (University Station) and a number of bus routes, including the 9, 19, 20, 31, 72 and 73. The nearest accessible parking is located in the MacEwan Hall (MSC) Parkade under the western side of MacEwan Hall. Bike racks are located outside the building by most major entrances.

If you have questions, or anticipate that you will need further support in order to access this venue, please contact [name of office or contact person] at [blank]. For day-of concerns, please contact [name of office or contact person] at [blank].

Energy Environment Experiential Learning (EEEL) Main Hall

**Location:** The EEEL Main Hall is located on the ground floor of the Energy, Environment and Experiential Learning Building. The Main Hall is accessible from all sides on the ground floor without the use of stairs or an elevator.

**Washrooms:** Men’s and women’s washrooms with accessible stall options are located just outside the venue space on the ground floor of the EEEL Building. The nearest single-stall all-gender washroom is located in the Science B building.

**Transit and parking:** As a University of Calgary campus building, the EEEL Main Hall is served by the C-Train Route 201 Tuscany/Somerset-Bridlewood (University Station) and a number of bus routes, including the 9, 19, 20, 31, 72 and 73. The nearest accessible parking is located in Lot 22, west of the building. Bike racks are located outside the building by most major entrances.

If you have questions or anticipate that you will need further support in order to access this venue, please contact [name of office or contact person] at [blank]. For day-of concerns, please contact [name of office or contact person] at [blank].