

## **JUNGLE THEATER ACCESS STATEMENT AND PLAN**

### **Our mission:**

The Jungle Theater creates courageous, resonant theater that challenges, entertains, and sparks expansive conversation.

### **Our vision:**

To be a neighborhood theater with national impact, indispensable to our community and aspirational to the field.

### **Our accessibility policy**

It is essential to the vitality of the Jungle that people be welcomed into the theatrical experience without regard to characteristics such as race, age, color, religion, class, cultural background, sexual orientation, veteran status, public assistance status, national origin, gender, political persuasion or belief, or disability. The Jungle Theater does not discriminate on the basis of any of these characteristics in employment or engagement of volunteers, interns, audiences, and any other community members who seek to engage with the theater and its activities.

The Jungle Theater embraces both the law and the spirit of the Americans with Disability Act (ADA) in our commitment to assuring that all members of our community can participate as fully as possible in our events, programs, meetings, facilities and communications.

The general public as well as Jungle employees, Board members and volunteers may, at any time, submit comments, complaints or grievances regarding our efforts to make our programs, events and facilities accessible to people with disabilities. Our grievance policy is outlined at the end of this Access Plan.

This policy replaces all previous accessibility policies and was written by Robin Gillette, an arts consultant with years of experience in access services. The plan was designed in consultation with the Jungle staff, which includes people who self-identify with a variety of disabilities. In addition to ensuring the Jungle's adherence to ADA standards, it is designed as a thoughtful response to current audience and employee issues, as well as to put procedures in place to address any issues that are raised in the future.

### **Getting to the Jungle**

We are located at the intersection of Lake Street and Lyndale Avenue, major cross-streets with frequent bus service on MetroTransit routes 4, 21, 53 and 113. The Jungle is located on the northeast corner of the intersection, and there are bus stops on both sides of our

corner. The Lake-Lyndale intersection offers audible traffic signals to assist people with vision loss.

To accommodate patrons or participants with mobility issues who arrive and depart via public transportation, such as Metro Mobility, we publicize the length of shows or other activities so that patrons can schedule pick-up times.

Parking is available for Jungle visitors in a variety of off-street parking lots (surface lots as well as covered facilities) and on-street parking (metered and non-metered). Specific parking information is available on our website (<http://www.jungletheater.com/directions/>) and by calling or emailing the box office.

While the Jungle does not offer public parking, there is a clearly marked handicap parking space in front of the entrance.

We have a covered drop-off area right in front of our main entrance for patrons using Metro Mobility or other door-to-door services. The sidewalk in front of main entrance has a curb cut for ease of use for all patrons, including those who use wheelchairs, walkers or other mobility devices.

## **Facility**

The Jungle Theater owns our building at 2951 Lyndale Avenue South, which was designed to comply fully with the *Uniform Building Code*, 1994 edition, and the *Minnesota State Building Code* throughout all areas of the building, including production spaces.

Our main entrance door into the vestibule measures 72" and the door from the vestibule into the lobby measures 70". While our external door does not currently have an automatic opener, we are in the planning process to add one as part of upcoming building improvements. For now, if guests need assistance with the door, our box office staff helps them, and the entrance to the lobby is propped open in the period before each performance and during intermission.

People entering the building travel a path that has no steps and is wide enough to accommodate a wheelchair. Service animals are welcome in all areas of our facility, including theater, lobby, dressing rooms and administrative areas.

Our building has an elevator that provides access to the basement (dressing rooms, storage and scenic shop), the first floor (box office, theater and backstage), and the second floor (administrative offices and costume shop). The only area that is not accessible by elevator is a mid-level mezzanine where the theater's control booth is located. Aside from that, all areas of the building are available to a person using a wheelchair or anyone unable to navigate stairs for any reason.

Elevator controls are located 45" high, and the elevator measures 69" wide by 51" deep – these measurements exceed the ADA maximum and minimum requirements, respectively. Interior controls are raised, in contrasting colors, and include Braille designations.

Our box office window has a counter at a height of 36" to accommodate a person in a wheelchair, which meets ADA code, and there is clear floor space in front of the counter to allow approach from the front or side. The vestibule offers sufficient turning radius to allow a wheelchair to turn easily. Our box office staff are trained in best practices to appropriately assist patrons with multiple types of disability.

### **Access services**

Our box office offers assistive listening devices for patrons with hearing loss. We have a limited number of functional units for an FM system.

Scripts are available in advance by emailing [boxoffice@jungletheater.org](mailto:boxoffice@jungletheater.org).

Audio description is provided each production during every season, using equipment borrowed from the Guthrie Theater. ASL interpretation, large-print programs, and Braille programs are provided with three week's advance notice.

Dates of our accessible performances will be publicized in our print and email publicity, as well as on our website and through VSA Minnesota's Accessible Arts Calendar.

### **The lobby**

Our lobby offers seating, both with and without backs, for the comfort of patrons unable to stand for extended periods.

The concessions counter is 33" high, and there is clear floor space in front of the counter to allow approach from the front or side.

The drinking fountain is located by the restrooms and is 32" high, with pushbar controls on the front face. Cups are available at the concessions counter upon request.

### **Public restrooms**

In our lobby, we have two restrooms, each which has an ADA-accessible stall with grab bars. Exterior signage for each is in contrasting colors and includes the wheelchair symbol as well as Braille.

The bathroom counter height is 33" and the exposed pipes under the sink counters are masked by plastic guards.

### **The theater**

We have three areas available to seat patrons using wheelchairs, with a total of 5 positions available, each allowing for a companion or attendant to be seated next to them. A sixth position can be added if necessary. This exceeds the minimum requirement of 4 seats for our 148-seat venue. Each area is accessible directly from the lobby with no steps or ramps. All seating areas are priced the same in our venue, so there is no price differential in the areas.

We have two dressing rooms for our actors, plus a green room area. All doors are at least 35" wide. Elevator provides direct access from dressing room to backstage right, with a slightly ramped incline; access to the stage left side of the stage is available by crossing the stage, which does not require any steps or ramps.

Dressing room counters are 30" high and have open space underneath to facilitate wheelchair access.

Each dressing room has a restroom with a wheelchair-accessible stall as well as a roll-in shower stall with grab bars, handheld sprayers and folding shower seats.

### **Off-site activities**

Most activities take place at the Jungle Theater. Those that are held off-site are also held in ADA compliant facilities. This includes the JungleWrites program at Open Book, rehearsals at Studio 206 in the Ivy Building, and gala events held at It's Greek To Me restaurant.

For all off-site venues, our policy is to assure that entrances, rooms, bathrooms, stage, dressing rooms and audience seating areas are physically accessible to persons with mobility impairments. If a site is less than fully accessible, the Jungle and the venue owner will work together to make accommodations to assure that all people can enter and exit safely.

### **Administration/human resources**

In seeking a diversity of people, talents and abilities to participate in our organization, staff, board, volunteers, artists, etc., we will include people with disabilities of all sorts among groups whom we wish to attract and serve. While applicants and employees are not required to identify their disability status, the Jungle encourages them to do so, which will allow us to work together to identify reasonable accommodations.

The Jungle Theater will monitor current technologies to allow future or current volunteers

and employees with disabilities to work in the office. Other accommodations, including flexible work schedules, modified work stations, etc. will also be explored as the need arises.

Fire alarms are located throughout the building and include both audible signals and strobe lighting for Deaf/hard-of-hearing people.

The Jungle Theater does not currently have an Emergency/Evacuation Policy, but we are in the process of developing one. It will include plans for people with disabilities.

### **Communication – External audiences**

The Jungle Theater promotes its accessibility services and amenities on the theater's website (<http://www.jungletheater.com/accessibility/>), in press releases, and on each production postcard.

The theater also promotes its audio described performances through VSA Minnesota (dates and information are included on VSA Minnesota's website/arts calendar). We will use accessibility graphics in publicity to make people aware of accommodations that are available, including all relevant deadlines.

The Jungle website is currently being reviewed to ensure that it is as accessible as possible for people who are blind or of low vision, using text labels and accessible layout formatting. These upgrades represent our ongoing efforts to improve our online access to all.

### **Communication – Internal audiences**

Most internal communications with staff, board members, and members of the artistic and production teams currently happen via a combination of in-person meetings, email, telephone and video conference. Upon request, this communication will be handled in alternative formats in order to increase access for all participants, and meeting materials will be made available in advance upon request. The Jungle will arrange and pay for a sign language interpreter for meetings involving individuals who are Deaf. The Jungle reserves the right to have at least 48 hours' prior notification of interpreter need.

### **Accessibility Coordinator**

The Jungle Theater's Managing Director and Box Office Manager will work together as the accessibility coordinators. The Managing Director will have overall responsibility for overseeing adherence to this plan and will be the contact person for internal access needs, including staff issues, while the Box Office Manager will be the primary point person for audience needs. Together, they are responsible for addressing accessibility issues and to identifying possible updates and training opportunities for consideration each year.

## **Grievance procedure**

The Jungle Theater makes every effort to make its programs accessible to artists, arts organizations, community groups and other constituents. To ensure these programs remain accessible, we set forth this grievance policy and procedures for individuals to file complaints about aspects of our programs or services which they deem inaccessible.

Grievances about the accessibility of programs or services must be filed with the Jungle's Managing Director no later than 21 days from the date the grievor attempted to access the program or service.

Grievances should be communicated to the Managing Director in written or verbal form, or in a means of communication most appropriate to the person filing the grievance.

The grievance should include the following:

- Full name, address, and telephone number, and the name of the person alleging discrimination, if different;
- The specific program or service involved in the complaint;
- Date of the incident;
- A description of the specific complaint about the accessibility of the program or service;
- Other information that you believe necessary to support your complaint. Do not send original documents or materials. Please send copies and retain originals.

The Managing Director will investigate the grievance and will respond within 21 days in a form of communication most appropriate to the grievor (e.g., Braille, large print, email, etc.). If additional action is needed, the Managing Director will seek the expertise of other related entities for advice and direction including the Minnesota State Council on Disabilities and the Minnesota State Arts Board.

The decision of the Managing Director may be appealed to the Board of Directors by presenting the above materials, the Managing Director's decision, and the reason for appeal within 21 days from the date of the Managing Director's decision.

The appeal will be presented to the Board at its next regularly scheduled Board meeting. The decision of the Board will be set forth by the Board Chair 10 days after the Board meeting and will be the final step in this grievance policy. Such appeal would be sent to the Chairman of the Board with a copy sent to the Managing Director.

In all complaint cases, the Jungle will look for good faith compliance with ADA/504 regulations and gestures of reasonable accommodations toward individuals with disabilities. If the Jungle is unable to resolve the complaint, the Board Chair will refer the complaint to the appropriate state or federal agency.