

Nonprofit Center of Northeast Florida Program Accessibility Standards

The following accessibility standards have been developed using audit results of Nonprofit Center programming processes and procedures as well as industry best practices. The standards selected are meant to remove potential barriers for participants to engage in our programming.

General:

- Ensure every program participant has an opportunity to request reasonable accommodations.
- If accommodations can't be given, notify participant at least 48 hours before session and offer a full refund.*

Physical Accessibility:

- Does the accessible entrance provide direct access to the main floor, lobby and elevator?
- Are all public spaces on at least one accessible route?
- Is the route at least 36 inches wide?
- Are there elevators or platform lifts to all public stories?
- Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path?
- If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)
- Is there an accessible route to the accessible toilet room?

Visual & Audio Accessibility:

- Do not use color as the only method for distinguishing information.
- Use large (at least 24 point), simple, sans serif fonts (e.g., Arial, Verdana, Helvetica) that can be easily read by most individuals from the back of a large room.
- Use closed captioning for all videos used.
- Ensure mics are used for Q&A's.
- Ensure online materials are accessible (e.g., format in text, provide a text-based description of the content of images)
- Speak to all of the projected content when presenting and describe the content of charts, graphs, and pictures.

*We are unable to offer refunds for cancellations that occur less than 48 hours before an event or no shows the day of. If you do not cancel your reservation and do not show up for a paid event, you will be billed for your attendance. Your refund will be issued in the same tender as payment was made. Please note, processing fees are unable to be refunded at any time.