

ADA PUBLIC ACCOMMODATION REQUEST FORM

In order for the University to address your request, the request must be received a minimum of 10 business days prior to the event.

All University program and event accommodations are generally handled by the host of the event.

Please notify HR-ADA-Request@usf.edu or at (813) 974-5384 within 48 business hours if you are unable to attend the event and wish to cancel the requested accommodation.

1. Applicant Name: _____
Phone: _____ E-mail: _____

2. Event Name: _____ Date: _____ Time: _____

Location: _____

Sponsor of Event: ☐ Non-USF ☐ USF Department

Name of Sponsor _____ Phone: _____

☐ I do not have this information, it is a public event.

3. Requested Accommodation(s):

- | | | |
|---|--|--|
| <input type="checkbox"/> ASL Interpreter | <input type="checkbox"/> Braille | <input type="checkbox"/> Event Information |
| <input type="checkbox"/> Assistive Listening Device | <input type="checkbox"/> Wheelchair Accessible | <input type="checkbox"/> Visual Aids |
| <input type="checkbox"/> Communication Access Real-Time Translation (CART)/ Transcription | | |
| <input type="checkbox"/> Service Animal | | |
| <input type="checkbox"/> OTHER Describe: _____ | | |

Accommodation Request Details and/or Comments

(NOTE: Personal assistants are not provided by the University. If you will have someone with you that needs to be seated/located with you, please check this box ☐)

Signature

Date

Deliver to:

Central Human Resources 4202 E. Fowler Avenue, SVC 2172, Tampa, FL 33612 USA

E-mail to: HR-ADA-Request@usf.edu