



**LIGHTHOUSE**  
WRITERS WORKSHOP

**ACCESSIBILITY GUIDE**  
to  
**LITFEST**  
2024

# Welcome to the Lighthouse Writers Workshop Accessibility Guide to Lit Fest 2023!

**Inside you'll find photos and detailed descriptions of each location included in this year's Lit Fest.**

**Please feel free to reach out to staff with any accommodation request via [info@lighthousewriters.org](mailto:info@lighthousewriters.org) or in person during Lit Fest at the info booth. Our staff is happy to support your specific requests, including but not limited to: reserving spaces for wheelchair users with a companion seat, providing large-print handouts, ensuring captions are turned on for Zoom classes, etc.**

**We will do our best to find creative solutions to meet your needs and we will be honest if we're unable to provide accommodations at this time.**

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## INFO BOOTH

- The first stop you'll make when you arrive at Lit Fest is our Information Booth. The Info Booth is located on the first floor of the new building to the left of the front door, which is equipped with an automatic door opener. We'll have a sign saying "info booth," so you can't miss it! Please check in at the info booth the first time you arrive at Lit Fest to pick up your lanyard and name tag. We ask that everyone please wear their lanyard and name tag while attending Lit Fest.
- If you are in need of a face mask and/or information about our COVID-19 policy, you can access both at the Info Booth.
- If you have any accessibility accommodation requests that come up during your time at Lit Fest, please submit them here, or at the info booth. You're also welcome to ask a staff member or volunteer.





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## PARKING AND TRANSPORTATION

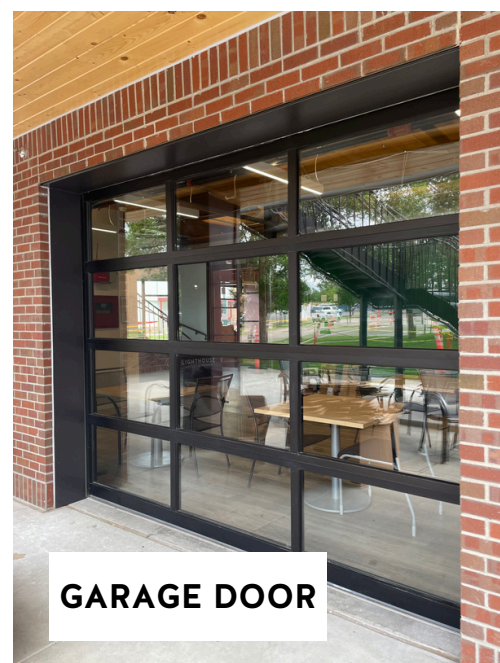
- Accessible Parking: Pictured here are two sets of accessible parking spots in the parking lot on the south side of the building. Three spots are located directly in front of the 3840 building. One spot is located directly across from the garage door of Lighthouse.
- Scooters: Please make sure sidewalks are clear of scooters and bikes so folks using mobility devices can safely navigate the sidewalks and ramps.





## FLOOR 1

- Come in through the front doors (west side of the building) into the cafe/kitchen space. The front door has a curb cut that is wheelchair accessible and has an automatic door button. The garage door/patio may be open as well. To the left of the front door, go past the elevator and spiral staircase to the event space, Beacon Hall. Both doors open into Beacon Hall. Before entering Beacon Hall, on the left-hand side, after passing the info booth and spiral staircase, you'll find the Bookies bookstore.





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## ELEVATOR

- The elevator is located directly across from the info booth on the first floor and will take you to all three floors of the building.

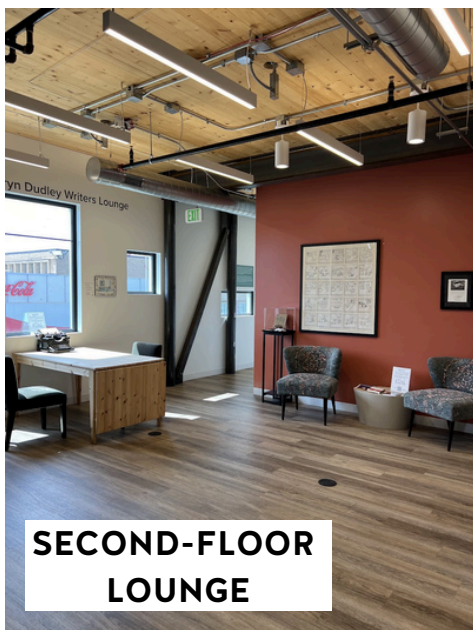
## STAIRS

- There are two sets of staircases. The first is the spiral staircase that goes to all floors. The second staircase is through the event space on the north side of the building.



## FLOOR 2

- After exiting the elevator or the spiral staircase there will be a lounge with a fireplace on the south side of the staircase. Classroom 204 is located on the east side of this space. The door to the left of the fireplace which leads out to the exterior staircase should only be used as an emergency exit.
- The second lounge on this floor is located on the north side of the staircase. Staff offices are directly across from this lounge on the East side of the building. Classroom 218 is located within the staff office space.
- The hallway on the west side of the building is where you'll find classrooms 215 and 216. This hallway will also take you to the North staircase.





## FLOOR 3

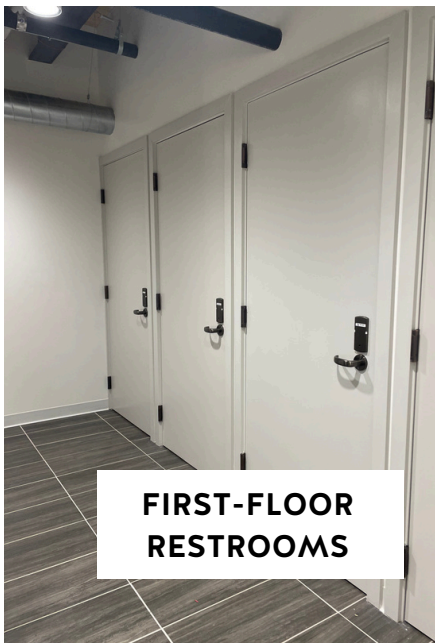
- After exiting the elevator or the spiral staircase, you'll find a balcony overlooking the fireplace salon to the south side.
- Next to the balcony on the south side of the building, you'll find Classroom 304.
- To the immediate north of the elevator and staircase, you will find a lounge space with comfortable seating. Classroom 315 is located in this lounge space. Travel down the hallway to the left of Classroom 315 to get to the Young Writers Studio (Classrooms 316 & 317)



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## RESTROOMS & WATER FOUNTAINS

- There are wheel-chair accessible restrooms on every floor.
- On the first floor, there are multi-stall, all-gender restrooms adjacent to the event space, Beacon Hall.
- On the second and third floor, there are single-stall, all-gender restrooms adjacent to the lounge spaces on the north side of the elevator.
- Water fountains and water bottle refill stations can be found in the hallways of the second and third floor restrooms. Water bottles can also be refilled in the kitchen on the first floor.



**FIRST-FLOOR  
RESTROOMS**



**SECOND-FLOOR  
RESTROOMS**



**THIRD-FLOOR  
RESTROOMS**



**SECOND-FLOOR  
FOUNTAINS**



**THIRD-FLOOR  
FOUNTAINS**



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## 3840

- Pictured here is the entrance to 3840 York Street, where the Moonshot, Syntrinsic Conference Room, Syntrinsic Lounge, and 3840 Conference rooms are all located.
- To the left of the front entrance is a wheelchair-accessible ramp to the doors. There is also accessible parking right in front of the building.
- The doors to 3840 are equipped with automatic door openers. For advanced workshop participants, continental breakfast will be provided inside the doorway.



## 3840 CONTINUED

- Once inside the building, to the right you'll find the Moonshot conference room (the open door at the very end of the hallway) and the 3840 Conference room (the open door on the right-hand side of the hallway). On the left-hand side of this hallway are gendered, multi-stall wheelchair accessible restrooms. There is a men's room and a women's room and a water fountain located by the restrooms.
- The left side of the hallway leads to the glass doors to the Syntrinsic Conference room.

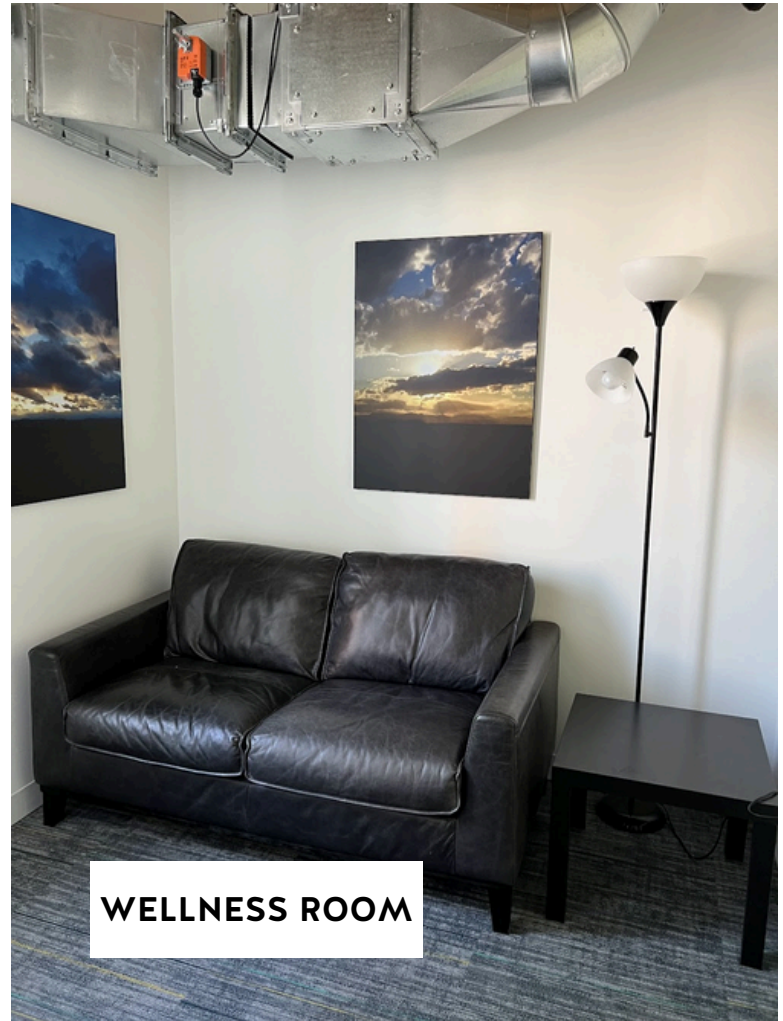




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## WELLNESS ROOM

- Nursing parents who would prefer a private space to nurse their child or pump, can find the wellness room on the 2nd floor office area. Head through the office space doors and turn to the right (walk through the admin supply room). This room can also be used for those who need a low sensory space/sensory break.
- The Wellness room might not be available at certain times. Please check with the info booth for the schedule of availability.
- Parents are also welcome to nurse anywhere they like including public spaces, restrooms, etc.



## PRONOUNS

- We serve a diverse community at Lighthouse and it is important to respect everyone's gender identity. Everyone is invited (but not required) to include their pronouns on their name tags when you sign in at the information booth and/or in your display name on Zoom for virtual classes.
  - Pronouns are words like "he", "she", or "they" that we use in place of a person's name. Example: "I met Maria at the info booth when she helped me find my workshop"

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## **VIRTUAL SPACES**

- If you need to take virtual classes while on site at Lighthouse please head to the Syntrinsic space in the 3840 building.
- While taking any classes in common areas (lounges, open offices, etc.) please adhere to our basic community agreements including wearing headphones, maintaining a low volume of conversation, etc.
- If you have any tech issues or accessibility requests during your virtual class please ask for support from the Zoom host in the class or visit the Info Booth.

## **COVID-19 POLICY**

Please note: this policy may evolve as local and state guidelines change.

- For All In-Person Programming:
  - We highly recommend anyone, including youth ages 5 and up, attending an in-person program to be fully vaccinated for COVID-19.
  - If you are unvaccinated, we encourage you to participate in one of our many virtual programs.
- Masks are not required for events or classes at Lighthouse, but we will provide some at the Info Booth should you want one.
- If you feel ill or have a temperature over 100.0, please stay home. If you're part of an in-person workshop, instructors are willing to share information that was discussed and handouts that were distributed if you are unable to attend classes due to COVID-related symptoms.



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