



LIGHTHOUSE
WRITERS WORKSHOP

The Lighthouse Writer's
ACCESSIBILITY GUIDE

Welcome to the Lighthouse Writers Workshop Accessibility Guide.

Inside you'll find photos and detailed descriptions of each location in our building at 3844 York Street Denver, CO 80205

Please feel free to reach out to staff with any accommodation request via info@lighthousewriters.org or in person during events 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.

INFO BOOTH

- The first stop you'll make when you arrive is our Information Booth. The Info Booth is located on the first floor of the new building in the kitchen cafe area. It will have a sign saying "info booth," so you can't miss it! Please check in at the info booth the first time you are at the event to pick up your lanyard and name tag. We ask that everyone please wear their lanyard and name tag while attending events at Lighthouse.
- 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 participation, the info booth is the best place to submit those requests. You're also welcome to ask a staff member or volunteer.



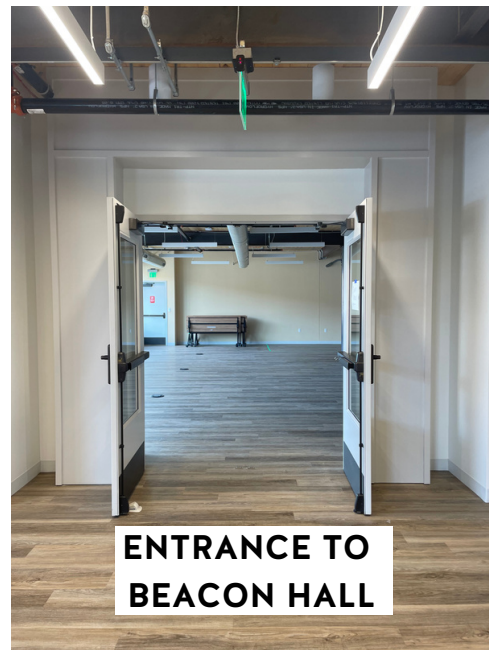
PARKING AND TRANSPORTATION

- 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 across from the Coca Cola Factory) into the cafe/kitchen space. There is a curb cut next to the parking lot that is wheelchair accessible and our front door 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.



ELEVATOR

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

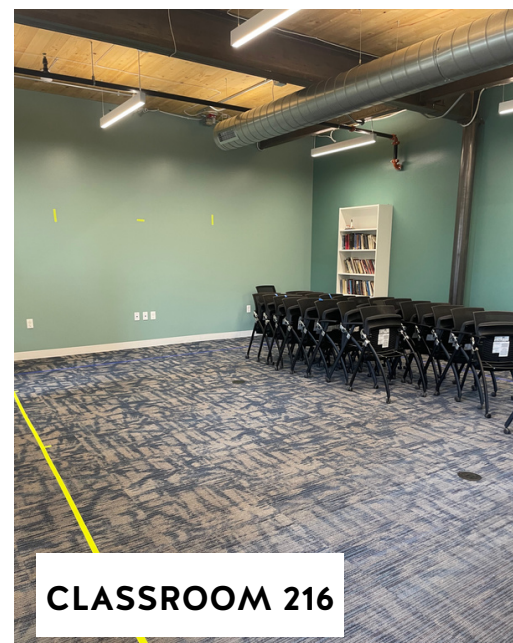
STAIRS

- There are two sets of staircases in the building. 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.



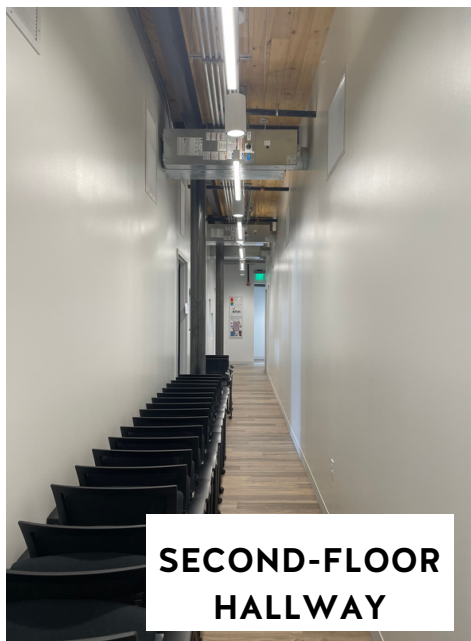
FLOOR 2

- 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. The wellness room is inside the staff office area (see page 8).
- 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 lounge space seating and classroom 315. Travel down the hallway to the left of Classroom 315 to get to the Young Writers Studio (Classrooms 316 & 317)
- Staff offices are on the East side of this floor



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 be refilled in the kitchen on the first floor.



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 (go through the admin supply room).
- Parents are also welcome to nurse anywhere they like including public spaces, restrooms, etc.
- This room can also be used for those who need a low sensory space/sensory break.



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 workshops and events.
 - 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”

VIRTUAL SPACES

- If you need to take virtual classes while on site at Lighthouse please check in with the Info Booth to see if we have any spaces available.
- 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, instructor, or visit the Info Booth. You can also call us at 303-297-1185

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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