

## ACCOMMODATION REQUEST FORM

Seattle Parks and Recreation (Parks) provides reasonable accommodations, by request, for physical access, communications, or other needs to ensure services, activities and programs are available to people with disabilities. Please complete the following form regarding your accommodation request. Alternative formats are available as needed—please specify the format you prefer.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

Email (optional): \_\_\_\_\_

Preferred Method of Contact (type and time of day): \_\_\_\_\_

Preferred Communication Format: \_\_\_\_\_

Staff Name: \_\_\_\_\_

**Describe the accommodation you are requesting below, when it is needed, and how it will assist you in your use of Parks activities, programs, or services. Please attach additional sheets as necessary.**

## **ACCOMMODATION REQUEST FORM**

**Page 2 of 2**

Please submit the completed form to:

**Kyle Bywater, ADA coordinator**

**Seattle Parks and Recreation**

**4554 NE 41<sup>st</sup> St, Seattle, WA 98105**

**206-684-7548**

**Fax 206-522-6029**

**Kyle.Bywater@seattle.gov**

Your request will be addressed as quickly as possible. However, you will be contacted in writing no later than 15 calendar days after receipt of the request form. The process for finalizing an accommodation request may vary slightly depending on the nature of the request, the duration of the desired accommodation, and the number of locations involved in the request. Additional information may be requested. Parks response to accommodation requests shall be in writing, and when needed, in the format requested. Appeals of accommodation request decisions should be directed to the Recreation Director by email Justin Cutler at [justin.cutler@seattle.gov](mailto:justin.cutler@seattle.gov) or phone (206-684-7096) within 15 calendar days of receiving the response. For further information on the Request for Accommodation Process the ADA Grievance Procedure, please visit <http://www.seattle.gov/ada>.

**This form is for Parks use only and the information will be kept confidential**