



City of Kirkland Event Accommodation Request

The City will provide services upon request for reasonable accommodations for interpretive needs, auxiliary aids, or other services for effective communication for all meetings and events. Family members or others accompanying an individual are not required to interpret for them unless the individual requests it. The City will not charge an individual or their families for accommodation services.

Please make requests for accommodations at least one week in advance.

- The requestor's name, address, email and telephone number (if any)
- A description of the program, service or activity where the accommodation is required
- The location of the program, service or activity
- A brief description of the type of accommodation needed

Requests can be sent to the ADA Coordinator:

Chris Thomas, ADA Coordinator
Director of Human Resources and Performance Management
City of Kirkland
123 5th Avenue
Kirkland, WA 98033
Email: AThomas@kirklandwa.gov

All requests for accommodations and alternative formats will be kept on file for at least three years.

This form is available in alternative formats on our website at www.kirklandwa.gov.

