

CITY OF SUNNYVALE  
DEPARTMENT OF LIBRARY AND COMMUNITY SERVICES  
COMMUNITY SERVICES DIVISION

October 11, 2011

To: Arts Commission Members  
Through: Nancy Bolgard Steward, Superintendent of Community Services  
From: Diane Moglen, Arts and Marketing Manager  
Subject: Information Regarding Sign Language Interpreters at Sunnyvale Theatre

The City of Sunnyvale provides sign language interpreters for City-produced events (e.g., Evenings of Cultural Arts) at the Sunnyvale Theatre upon request. Requests for an interpreter are made through the Box Office at the time of ticket purchase. Usually, a minimum of five days' notice is required. The City's Community Services Division encourages requests for accommodation on every promotional piece created to publicize arts, recreation and community service programs. The statement reads as follows:

*"The City of Sunnyvale encourages persons with disabilities to participate in our Library and Community Services programs. We will make reasonable efforts to accommodate persons with disabilities in accordance with the Americans with Disabilities Act. If you require special accommodations, please call (408) 730-7725, (TDD (408) 730-7501), at least five days in advance of the program."*

Resident performing companies and other theater renters are requested to make reasonable accommodations for patrons as well; however, each organization is free to determine how it will accommodate these requests and to set its own policies and procedures regarding requests for sign language interpreters.

The two resident theater companies, California Theatre Center and Sunnyvale Community Players, handle accommodation for the hearing-impaired by providing a lit location for an interpreter to stand near the stage, as well as free admission for the interpreter. Community members should make the request through the Box Office at the time of ticket purchase and provide at least five days working notice in advance of a performance.

The Box Office number for City-produced events and Sunnyvale Community Players' shows is (408) 733-6611, (TDD (408) 730-7501), or email [boxoffice@ci.sunnyvale.ca.us](mailto:boxoffice@ci.sunnyvale.ca.us). Please note that the Box Office does not currently accept special accommodation requests during the online ticketing process. Community members who purchase tickets online must call or email to make a request for accommodation.

The Box Office number for California Theatre Center is (408) 245-2978 or email [boxoffice@ctcinc.org](mailto:boxoffice@ctcinc.org)

For all organizations, please contact the presenting organization as directed in the event listing.

DM/ks

cc: Lisa G. Rosenblum, Director of Library and Community Services