



Your performance location:

Artemus W. Ham Concert Hall on the campus of the University of Nevada, Las Vegas.

TWUSA GUIDELINES

Teachers and chaperones, in order to make the theatrical experience as pleasurable as possible for your group and all others in attendance, we ask that you review the following information with the students at least one day prior to your field trip. **Subsequent pages contain important information for your group and bus drivers.**

1. **NO FOOD, DRINKS OR SNACKS OF ANY KIND** are permitted in the theater or lobby—this includes bagged lunches and coolers.
2. **NO CAMERAS** or recording equipment of any kind are permitted inside the theater.
3. For many students, this performance will be their first experience with live theater. Instead of talking and whispering during the performance, please wait until after the show to discuss or comment about it. Also, no running, shouting or disruptive behavior at any time before, during, or after the show. Ushers may ask chaperones to remove disruptive children.
4. The performance lasts approximately one hour and restroom and drinking fountain privileges during that time must be reserved for absolute emergencies only (and then, as always, children must be accompanied by an adult).
5. For seating, please follow the instructions of the house staff at all times.
6. All patrons, regardless of age, must purchase a ticket to enter the theater.

Teachers and chaperones, please take an active role in watching over the students in your care and assisting them in maintaining appropriate behavior. We hope you enjoy the show.

Please see additional pages for instructions from the venue.

The Artemus W. Ham Concert Hall is located just south of the parking garage (up the steps) on the right side of the plaza.



Private cars require parking permits: The Box Office will **open at 9:30 a.m.** on the day of the show and will be selling parking permits which are good for student spaces only located on **floors 2-6** in the parking garage immediately next to the venue.

The Box Office is located on the **Southern edge** of the garage next to the venue (located on the sidewalk between the Concert Hall and the garage). **Daily Parking Passes are \$7.50 per car (SUBJECT TO CHANGE WITHOUT NOTICE).** **Make sure you follow the instructions printed on the permit.** **People requiring parking on campus covered under the Americans with Disabilities Act should contact UNLV Parking Services at (702) 895-1300.**

In addition, there are parking meters located on the 1st Floor, but all other spaces on Floor 1 are for UNLV Employees only. If you park in a metered parking space the cost is **\$1.00 per hour (SUBJECT TO CHANGE WITHOUT NOTICE), coins only. Please bring change with you as change machines are not available on site.**

On the next page, please find instructions for the new PayByPhone system that UNLV Parking uses (in addition to daily passes and metered parking). Currently, PayByPhone costs \$1 per hour plus a \$.25 transaction fee. Patrons can save money by using the app, the telephone system, or the website. A four hour parking session would cost \$4.25 using this system.

If you have any further questions regarding parking on the UNLV Campus, please call UNLV Parking Services at (702) 895-1300 or visit their website at parking.unlv.edu.

PayByPhone Instructions

Please Note: Direct any questions to UNLV Parking & Transportation Services at 702-895-1300 during normal business hours. The UNLV Performing Arts Center cannot assist you with problems you might be having with the PayByPhone service.

Performing Arts Center patrons who are parking in the garage Monday – Thursday from 7 a.m. – 7 p.m. or Friday from 7 a.m. – 1 p.m. may utilize PayByPhone to easily pay for parking.

Paying for parking through PayByPhone is easy and convenient, and costs \$1 per hour plus a \$.25 service fee per transaction.

Parking Garage (Lot A) Location Codes

29500 – Student parking (2nd floor and above)

29501 – Metered parking on 1st floor

29502 – Disabled parking at meters

Use the PayByPhone app

1. Download the app from Blackberry App World, Google Play, or the iOS (Apple) App Store.
2. You will have to set up an account, if you have not already.
3. Tap in the location code.
4. Enter your parking duration (the amount of time for which you wish to park).
5. The app will walk you through confirming details and paying for your parking.

Pay Online

1. Visit the PayByPhone website at <https://www.paybyphone.com>
2. Logon. (You will have to set up an account, if you have not already.)
3. Enter the 5-digit location code.
4. Enter your parking duration (the amount of time for which you wish to park).
5. You will be asked to confirm your selections.

Call

1. Call 1-888-680-7275.
2. Existing users will be prompted to enter their phone number and pin. New users will be guided through a registration process.
3. Enter the 5-digit location code, followed by # (number) sign.
4. Enter your parking duration, followed by # (number) sign.
5. The phone system will walk you through confirmation and payment.