



Your performance location:

Mayo Performing Arts Center (MPAC) (Formerly *The Community Theatre*) 100 South Street, Morristown, NJ 07960

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.



Your Performance Location

Mayo Performing Arts Center (MPAC) (Formerly *The Community Theatre*) 100 South Street, Morristown, NJ 07960

For TWUSA performances at the Mayo Performing Arts Center, plan to arrive at least 20 minutes before curtain time. Doors open approximately **30** minutes before curtain time.

PLEASE make sure that your students fill every seat, not leaving any empties between them.

Please Note: The Mayo Performing Arts Center's performances start on time and because of the school dismissal needs we cannot hold for late groups. Also, if you plan on taking time to buy and/or eat lunches either before or after the performance, please contact our House Manager before the day of the performance at housemanager@mayoarts.org so that we can coordinate arrival and departure times effectively. Please note that there is no cafeteria or other space for students to eat at the theatre.

Special Accommodations: Please let TheaterWorksUSA know if there are any special needs accommodations at least 3 weeks prior to the performance. This venue does have an FM system. If the patron's hearing aid is compatible with their system, the venue provides headsets or a loop that goes around the patron's neck.

PLEASE NOTE: DIRECTIONS SINCE 2015 – See Map and follow instructions on following sheets.



100 South Street • Morristown, NJ 07960 • Box Office Phone 973 539-8008 (Monday – Saturday 10 AM – 6 PM)
www.mayoarts.org

Directions to the Mayo Performing Arts Center:

- **(#1) From 287 North:** Take Exit 35. At end of ramp, make left onto South Street. Go through four lights. Mayo Performing Arts Center will be on your right.



- **(#2) From 287 South:** Take Exit 35. Bear right off exit ramp onto Madison Avenue. Bear right at first light and continue west on South Street through three lights. Mayo Performing Arts Center will be on your right.
- **From I-78 East:** Follow signs to 287 North. Follow #1 above.
- **From Northeastern New Jersey via Garden State Parkway or NJ Turnpike:** Take Garden State Parkway South to exit 142 or NJ Turnpike to exit 14. After exit ramp Take I-78 West to Exit 48. Take Route 24 West to the end and onto Route 287 South. Follow #2 above.
- **From Southern NJ via NJ Turnpike:** Take Exit 10. Follow signs for 287 North. Follow #1 above.
- **From Route 80:** Take Route 80 to 287 South. Follow #2 above.

BUS INFORMATION ONCE IN MORRISTOWN

The Mayo Performing Arts Center staff has created a plan with the assistance of the Morristown Police and Parking Authority to accommodate busses during school performances. This plan is meant to avoid traffic congestion and parking issues in Morristown. Please assist us in our efforts in getting students in and out of the theatre in an orderly fashion, while being considerate to our neighboring business and residents.

ALL BUSES MUST PARK AT THE CENTER STREET LOT OR ARE SUBJECT TO BEING TICKETED

How it works:

- 1) Theatre staff (in ORANGE VESTS) will be on **South Street** to direct busses as they approach the theatre and will **assign a number to the bus driver for display in the bus window. This same number is given to the teacher.** The bus driver will also receive directions to the Center Street Lot
- 2) The theatre is in contact with staff at the Center Street Lot. After the performance, theatre staff will send busses back to the theatre as space becomes available to safely load students. **School groups will be called by number.** So we ask all students stay seated until your number is called.



- 3) The **Morristown Police will issue tickets to busses that are in town for a theatre event if they park in any location other than the lot.** This is not something they want to do, but other businesses in town need spaces for their customers to park too!










Please note: If there are two back-to-back performances or a sold-out performance, buses may be asked to circle the block.

Once students have disembarked, busses will be asked to **go to the Center Street Bus Lot.** A theatre representative at the lot will notify the busses when to return to pick-up students. Busses are brought back by the number that is issued to them at the theatre to ensure safe and orderly pick-up in front of the theatre.







See Map and additional instructions on following sheets.

Once students have disembarked, busses will be asked to go to the Municipal Lot behind the Hyatt Hotel in Morristown. A theatre representative at the lot will notify the busses when to return to pick-up students. Busses are brought back by the number that is issued to them at the theatre to ensure safe and orderly pick-up in front of the theatre.

TO MUNICIPAL LOT FROM THE MPAC

	1. Start out going northwest on South St / RT-24 toward Pine St.
	2. Take the 1st right onto Pine St. • <i>The Brick Oven is on the right</i>
	3. Take the 1st left onto Dumont Pl. • <i>Dumont Pl is just past King Pl</i>
 	4. Dumont Pl becomes E Park Pl / US-202 N / RT-24 W.
 	5. Turn slight right onto US-202 N / Speedwell Ave.
	6. Turn right onto Spring St. • <i>Spring St is just past HYATT Hotel on your right.</i>
	7. Turn left onto Bishop Nazary Way • <i>Bishop Nazary Way is just past Martin Luther King Ave</i> • <i>Bethel AME Church is on the left</i>
	8. Turn right into the municipal lot. • <i>An MPAC staff member in an orange vest will be there to direct you</i>

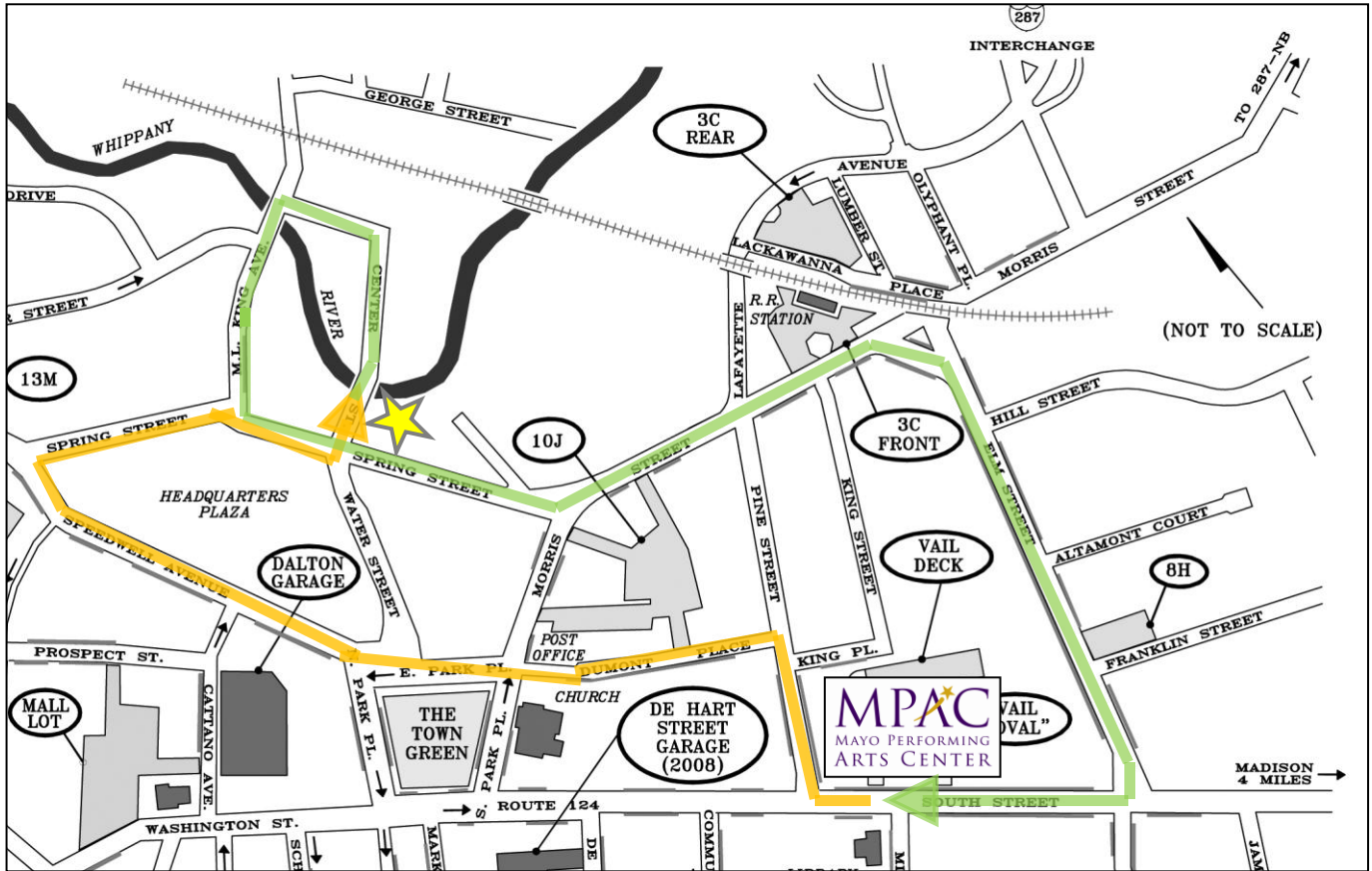
FROM MUNICIPAL LOT TO MPAC




	1. Turn right out of the lot onto Bishop Nazary Way
	3. Turn left onto Martin Luther King Ave.
	4. Turn left onto Spring St.
	5. Turn left onto Morris St. • <i>Dunkin Donuts is on the corner</i>
	6. Turn right onto Elm St. • <i>Elm St is just past King St</i>
	7. Turn right on to South Street. • <i>Pull up to MPAC, 100 South Street, Morristown, NJ 07960</i>

Please note:

If there are two back-to-back performances or a sold-out performance, busses may be asked to circle the block. Thank you in advance for your patience.

MPAC School-time bus coordination map
Municipal Lot at **Bishop Nazary Way**, Morristown, NJ 07960



-  Bus route to Municipal Lot 
-  Bus route back to MPAC 