



Schoolttime Policies and Procedures

Transportation Procedures

- Schools are responsible for making their own travel arrangements for Schooltime performances. Bus transportation funding is available to Pittsburgh Public Schools for Schooltime performances. Please visit our website for more information.
- School buses will be directed by Pittsburgh police officers to park and **will not** unload students at the front of Heinz Hall. Your group may need to walk several blocks to reach the hall once your bus has been parked.
- All other vehicles should park in nearby public parking garages or lots. Please refer to the Pittsburgh Parking Authority for more information.
- Bus signs are included in your registration packet. All bus signs **must** be placed on the school bus front door window. Please clearly write the name of your school and your school district on your bus sign.
- Please obtain the phone number for your bus driver before entering Heinz Hall.

Nametag Policy

- All adults that accompany students to Heinz Hall must wear a PSO-issued nametag or a school-issued ID to enter the building. **This includes all teachers, staff, bus drivers, parents, and other chaperones.**
- A registration packet with your PSO-issued nametags will be mailed to the educator address provided on your registration form.
- Adults who arrive at Heinz Hall without a PSO-issued nametag or school-issued ID will not be admitted into the building.
- If you do not receive a registration packet one month before your performance, please contact Savanna Webber, Program Assistant: swebber@pittsburghsymphony.org

Security Policy

- All guests will enter Heinz Hall through security scanning equipment. Heinz Hall reserves the right to search any bags entering the facility.
- Weapons are not permitted in Heinz Hall or public space surrounding the building.

Check in Procedure

- Your group will check in with a PSO staff member when you arrive at the door.
- If the members of your group are arriving separately, please make sure that all adults have a PSO-issued nametag and know the name of their registered group.
- You will be directed to your seating location upon entry to Heinz Hall by an usher.
- Outside food and drink is not permitted inside the hall.

Photo and Video Policy

- Photography without flash is permitted. Recordings of any kind are strictly prohibited.
- To ensure a safe and smooth dismissal, groups are **not** permitted to take photos while exiting Heinz Hall.