



To the Transportation Staff,

Thank you for bringing your students to the Waterville Opera House (WOH). To ensure the safe unloading and loading of the students, **it is very important that you follow these instructions.** We have worked closely with the Waterville Police Department to develop this plan. Thank you for your cooperation.

DROP-OFF

- Plan to arrive for the performance between **11:30am and 11:45am** .
- We use Main Street for picking up and dropping off students. A WOH staff member will be outside to guide you.
- Buses should enter Main Street from the south (Spring Street) and travel north so that the Paul J. Schupf Art Center (PJSAC, 93 Main Street) is to their right.
- Please pull as far down the street as you can (toward the Temple Street intersection). Buses may park between Temple and Common Streets.
- Unload students onto the Main Street sidewalk. They will enter the PJSAC through the main entrance.
- From within PJSAC, they will cross the Skybridge to enter the Opera House.
- If there is no more room available on Main Street, overflow buses can turn down Common Street (pull forward as far as you can), and unload students into Castonguay Park. WOH staff will direct you if this is the case.

Unless instructed otherwise, buses parked on Main Street may remain through the performance. Overflow buses are parked at the Head of Falls parking area across from the Opera House on Front Street.

Please see the attached map for clarification.

DISMISSAL

WOH staff will coordinate pick up times with each school. Again, please pull as far forward as possible to accommodate additional buses. We cannot release students from the Opera House until buses are in place. If your school is using multiple buses, please have all the buses line up together.

At the request of the Waterville Police Department, **please DO NOT move your bus into position before your scheduled times.** We can only block traffic for a short amount of time. The police will issue a citation to any bus driver who obstructs traffic longer than necessary. Thank you for your attention to these matters.

IMPORTANT: Please make sure that a representative from your school who will be attending the performance has a contact number for the bus driver.

Feel free to contact me if you have questions or concerns.

Sincerely,

Emilienne Ouellette
Senior Patron Services Assistant + Theatre Camp Director
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