



BUS SUBSIDY PROGRAM

Playhouse Square is committed to offering the most engaging arts experiences to educators and students while providing the tools to connect these experiences to educational standards in the classroom. Playhouse Square is, however, also aware of the increased challenges schools are facing in planning and executing field trips for their students – particularly financial challenges. Therefore, we are pleased to offer bus subsidies to school groups who may be deterred from attending our school matinee performances due to the cost of transportation. Limited funds are available. Subsidies will be assigned on a first-come, first-served basis.

APPROVED SCHOOL GROUPS WILL RECEIVE THE ACTUAL COST OF TRANSPORTATION, UP TO A MAXIMUM OF \$200/BUS ROUND TRIP.

If you are interested in receiving financial assistance for transportation to a school matinee performance, please review the following steps before submitting the online [2023-2024 School Field Trip Order Form](#).

1. Review the [School Field Trip Policies & Registration Procedures](#).
2. Complete and submit your school field trip [order form](#) and indicate your interest in receiving bus subsidy on the form.
3. Confirm receipt of your submission. You will be contacted within three business days of your order submission as to the status of your request. Formal notifications of subsidy approval are sent out at the end of every month.

IF YOU ARE APPROVED FOR BUS SUBSIDY, THE FOLLOWING ACTIONS ARE REQUIRED:

1. Full payment of reserved tickets must be made two weeks prior to your scheduled field trip.
2. Confirm the number of buses expected two weeks prior to your scheduled field trip.
3. You must attend the designated performance, arriving via school or charter bus.
4. Provide a copy of the official transportation invoice for your field trip within 30 days following your scheduled school matinee performance.
5. Confirm receipt of your submission.

Please note:

- It is the school's responsibility to reserve buses through its normal channels. Playhouse Square is not responsible for reserving and/or scheduling your transportation.
- Playhouse Square remits payment to the school that has been approved for the bus subsidy or the board office of the approved school, NOT third-party transportation agencies. It is the school's responsibility to pay transportation agencies outside their home district and subsidies are paid to the school as a reimbursement.
- Bus subsidies are only remitted for buses that transport students to and from the theater. The number of buses scheduled should be based on the maximum capacity of each bus. Playhouse Square will not reimburse for empty or underutilized buses scheduled and/or dispatched.
- If additional buses are needed, schools must notify Playhouse Square prior to the field trip date to confirm availability of funding assistance.
- Bus subsidies are available for school matinee performances only – not available for Broadway matinees, streaming performances or workshops.
- Subsidies will be remitted within 30 days of invoice receipt.

All correspondence regarding Playhouse Square's bus subsidy program should be emailed to schoolprograms@playhousesquare.org or mailed to:

Playhouse Square
ATTN: Bus Subsidy
1501 Euclid Ave. Suite 200
Cleveland, OH 44115