RIT | MAGIC Spell Studios

□ ACCESS AND POLICY: MAGIC Conference Rooms (MSS-2015 and MSS-3190)

Amanda Hughes - 2025-07-07 - Facility Access and Policies

MAGIC Conference Rooms (MSS-2015 and MSS-3190) Access and Policies

MAGIC Conference Rooms Overview

2015 room capacity: 7 people

3190 room capacity: 14 people

Maximum reservation duration: Flexible and event dependent.

MAGIC offers two reservable conference rooms available to academic meetings. Please be considerate of others using the space after you and be sure to vacate the facility when your reservation slot has ended, as conference rooms are also booked back-to-back. Each conference room offers a user friendly HDMI plug in to large conference TV.

Access Requirements

1. Specialty training is not required for access to the conference rooms.

2. Priority access is given to MAGIC affiliated faculty, students, staff, clubs, events, and associated academic departments (such as the College of Art and Design and the School of Interactive Games and Media).

3. All conference room reservations are received, vetted, and approved by Eva Sarachan-Dubay, MAGIC's Event and Social Media Manager. Please contact Eva with any questions regarding conference room usages at esdmss@rit.edu.

Reservations & Access

All MAGIC facilities are reserved through the RIT Event Management System (EMS) at reserve.rit.edu. These reservations are individually reviewed by a MAGIC staff member to confirm the student requesting the facility has been trained in the space, and the requested activity is appropriate to the space.

Because reservation approval is a manual process, we encourage all reservations to be submitted at least 48 hours in advance. Reservation requests submitted over a weekend will not be reviewed until the following business day.

Note

Submitting a reservation does not guarantee approval and access. A MAGIC staff member may reach out to you regarding your reservation for more information if necessary. **Your access and reservation are not finalized until you receive a reservation approval confirmation receipt from EMS**. If you have not received this confirmation receipt, your reservation is still pending approval and you will not have access to the space.

Facilities access will be granted to your RIT UID for the exact times and duration of your reservation. This means if you submit a reservation for 4pm, you will not be able to access the facility at 3:59pm. Please take this into consideration when selecting the times for your reservation. Remember, many of MAGIC's facilities are booked back-to-back, so please be sure to vacate the space before the end of your reserved time slot, and return the facility back to its original conditions. Students are financially responsible for any facility or equipment damage during their reservation period.

Facility Reservation Changes or Cancellations

We understand your plans may change or you may no longer need access to a reserved facility. In this case, please cancel or adjust your reservation by visiting reserve.rit.edu.

Facility Rules and Etiquette

1. Students will receive RIT ID access to the facility for the exact times and dates from their approved EMS reservation.

2. Students take full responsibility for the facility when it is reserved under their name.

3. Food and drink are allowed in this facility. Please be sure to clean up after yourself, including any food waste or spills.

4. Facility must be returned back to its original configuration before vacating the space. This inlcudes:

    1. Power down TV.

    2. Leave HDMI cable neatly coiled and access on the table.

    3. TV remote remains visible and accessible.

    4. Push in all chairs neatly around the table.

    5. The space is clean. Ask a MAGIC staff member or student employee for access to vacuum, clothes, wipes, or other cleaning supplies if needed.

    6. All personal items have been removed.

    7. All doors are secured and locked when leaving the space.

Getting Help

The MAGIC Staff is here to support you and move your projects forward. If you find you need technical support, production support, or facilities support, please submit at helpdesk ticket here or scan the QR codes throughout the building: helpdesk.magic.rit.edu

Submitting a helpdesk ticket is the best way to get fast and efficient support! These tickets are directly received by Amanda Hughes, Andrew Sevigny, MAGIC Tech and the MAGIC PAs. Help tickets allow us to work together in solving problems and keep track of recurring issues.

Question

Do you have questions about MAGIC facilities, policies, and procedures? Feel free to reach out directly to Amanda Hughes at arkpph@rit.edu. We appreciate your feedback and are happy to address your questions or concerns!