RIT | MAGIC Spell Studios

□ ACCESS AND POLICY: MAGIC Sound Mixing Suite (MSS-2100)

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

MAGIC Sound Mix (MSS-2100) Access and Policies

Sound Mix Overview

Room capacity: 40 people

Maximum reservation duration: 4 hours

The MAGIC Sound Mix Suite serves as both a classroom and reservable workspace for qualified students. The facility is acoustically perfect and Dolby Certified for 7.1 surround sound. There is an adjacent foley/narration room, making it ideal for audio recording, editing, and playback. The Sound Mix Suite offers:

- 7.1 surround sound mixing and playback.
- Avid ProTools Ultimate and picture playback.
- Dolby CP850 cinema processor.
- Avid S3 console and HD omni preamp.
- Adjacent ISO/Narration Booth.
- Live film scoring connectivity.
- 3rd party software including: Izotope, FabFilter, Nugen, Soundminer, Synchro Arts.

Access Requirements

1. Students must be currently enrolled in or have taken the SOFA 572 Mixing and Sound Design class for access to the space. The course instructor will provide an approved access list which is managed and maintained by Amanda Hughes.
2. Specialty access may be granted on a case-by-case basis for students and faculty working on MAGIC affiliated projects and research.
3. All students must sign and agree to the terms of the MAGIC Loan Agreement before they can reserve MAGIC facilities. The loan agreement can be downloaded here.

4. Contact Amanda Hughes at arkpph@rit.edu with special sound mixing inquiries including non-production events or additional questions/concerns.

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. No food or drink is allowed in the space. Please leave all food and beverages on the designated table inside the vestibule.

4. Reservations for the Sound Mixing Suite does not include access to the ISO Narration Booth. To access the ISO Booth, you must be trained and approved by faculty with expertise in the space or working on MAGIC affiliated research.

5. You may only use the Sound Mixing facility following the approved processes and procedures established in class and training. This include:

    1. Powering the system on and off in the proper order.

    2. Using the assigned login for the computer.

6. Facility must be returned to its original configuration before vacating the space. This includes:

    1. The space is clean. Ask a MAGIC staff member or student employee for access to vacuum, clothes, wipes, or other cleaning supplies if needed.
    2. System and projector is shut down correctly.
    3. Monitors are neat and in line. Monitor numbering and orientation has not been adjusted.
    4. Laptop HDMI is coiled neatly.
    5. The S3 is clean and covered.
    6. All personal items and belongings have been removed from the space.
    7. Always confirm all doors are locked and secured upon 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!