RIT | MAGIC Spell Studios

ACCESS AND POLICY: MAGIC Sound Stage (MSS-2020 and MSS-2060)

Amanda Hughes - 2026-07-06 - Facility Access and Policies

MAGIC Sound Stage (MSS-2020 and MSS-2060) Access and Policies

Sound Stage Overview

Full Stage Capacity: 150 people

Half Stage Capacity: 75 people

Maximum reservation duration: 3 days

The MAGIC sound stage is a 7,000 sq ft facility built and intended to be used for film production and film set construction. It can be configured as the full 7,000 sq ft space or be divided into two smaller 3,500 sq ft stages, which we refer to as the EAST stage (MSS-2060) and the WEST stage (MSS-2020). Many production courses within the School of Film and Animation use the MAGIC sound stage for instruction and train our students to safely utilize the stage and the production resources available for their coursework.

Our sound stage offers a few unique technical features, including:

- Adjustable electrical battens for rigging lights and light modifiers (DMX capable).
- 32’ tall ceilings.
- Access to studio flats and props.
- Silent heating and cooling.
- Virtual production capabilities.
- Flatbed accessible loading dock.

Access Requirements

1. Students who have been trained through the Production Processes course (SOFA-602) in the School of Film and Animation may have access to the sound stage. Students who pass Production Processes will be approved for:
    1. General studio operations and safety

2. Light batten operation
3. Rigging safety
4. Studio flats safety
5. Studio light and grip equipment overview, operations, and safety

2. All students must sign and agree to the terms of the MAGIC Loan Agreement before they can reserve the sound stage. The loan agreement can be downloaded here.

3. Contact Amanda Hughes at arkpph@rit.edu with special sound stage 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. Students can only request access to one half of the stage. Requests for the full sound stage requires prior approval from Amanda Hughes.

4. Maximum reservation duration for the sound stage is 3 days. Extended reservations may be considered on a case-by-case basis.

5. We acknowledge that is a shared and active working space. MAGIC employees may need access to the studio during your reservation to assist with student equipment reservations or other operational needs. Please coordinate with Amanda Hughes if your a planning a closed set.

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

7. The facility must be brought back to its original state before vacating at the end of your reservation. This includes:

    1. Removal of any/all personal items and equipment.

    2. Cleaning, sweeping, mopping, and/or vacuuming if needed.

    3. Removing tape and residue from studio floors and battens.

    4. Removal of non-MAGIC set pieces and props.

    5. Returning tables and chairs neatly to the corner of the studio.

    6. Returning flats and T-bracket supports safely and neatly to the studio perimeter.

    7. Securing/locking all studio doors before leaving.

8. If you are on the EAST stage, access to flats and props may need to be coordinated with a MAGIC PA or staff member in advance.

9. The studio divider wall is sound dampening but not sound proof. Be respectful of working in a shared space and use the RECORDING lights when appropriate.

10. The sound stage may not be used as equipment storage. MAGIC will allow equipment to be held on the stage overnight for Monday check in if the stage user is the only reservation for the full weekend.

Warning

Candles, open flames, smoking, or pyrotechnics of any kind are NOT allowed on the sound stage and are prohibited on RIT campus. MAGIC does not allow the use of confetti, glitter, sand, or other fine materials on our stage.

Studio Battens

1. The studio battens can only be operated by students properly trained through Production Processes.

2. Both EAST and WEST batten boxes must be powered on for battens to operate.

3. Battens are clearly numbered 1 though 14 and correspond with the appropriately numbers button in the batten operation box.

4. As many as all 14 (all) battens can be operated at the same time.

5. Battens only move at a single speed.
6. Battens have a maximum height of 32’ and minimum height of 4’.
7. Anything rigged to the battens MUST have appropriate safety cables.
8. MAGIC performs professional safety inspection of the batten systems ever other year.
9. Any issues with batten operation should be submitted as a production support ticket.

Grip Cage

1. The grip cage houses all of MAGIC’s studio lighting and grip equipment.
2. **Only trained MAGIC staff members may access the grip cage.**
3. You may not enter the grip cage without explicit permission from a MAGIC staff member.

Loading Dock

1. **Only trained MAGIC staff may operate the loading dock.**
2. Please coordinate with a MAGIC staff member if you wish to pick up/drop off equipment or materials using the loading dock. Students cannot leave their vehicles parked at the dock beyond their need to load/unload equipment.

Divider Wall

1. **Only trained MAGIC staff may adjust the stage divider wall.**
2. The divider wall is open or closed based on the daily activity and reservations happening in the space.
3. Remember that the divider wall is sound dampening but is not sound proof.

Studio Flats

1. Studio flats can only be used by students properly trained through Production Processes.
2. Studio flats may be dressed as needed but MUST be returned to their original condition before the end of your reservation.
3. You may paint the flats but must follow all the guidelines found here.

Virtual Production (VP)

1. The virtual production set up is located on stage EAST (MSS-2060).
2. **Only students trained in the Virtual Production I and Virtual Production II course can operate the VP system.**
3. If you wish to use virtual production but have not been trained, you must work with a trained VP student operator on your set.
4. The EAST studio can still be reserved and used for traditional production.
5. Do NOT touch VP equipment that you do not know how to operation.

Prop Room

1. All props in the prop room are available on a first come, first serve basis.
2. Props are only to be used on the sound stage and are not available to be reserved or checked out for on location shoots.
3. Do not leave props from your production behind. If you have an item you wish to donate to the prop room, you must have permission from Amanda Hughes.
4. Please follow prop organizational map located on the door to return prop room to its original state.

Green Room (MSS-2045)

1. The green room is accessible for student productions but is not reservable through EMS.
2. All green room requests must be coordinated directly with Amanda Hughes.
3. The green room must be returned back to its original condition. This includes:
    1. Removal of food/beverages from the mini fridge and cabinets.
    2. Remove all personal items/equipment before vacating the space.
    3. Put furniture back in its original configuration.
    4. Sweep and/or vacuum floor.
    5. Clean counters, sink and cabinets as needed.
4. The green room may not be used for equipment storage.
5. The green room is available for professional purposes only.

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!