

## ACCESS AND POLICY: MAGIC Wegmans Theater (MSS-2180)

Amanda Hughes - 2025-07-07 - [Facility Access and Policies](#)

### MAGIC Wegmans Theater (MSS-2180) Access and Policies

#### MAGIC Wegmans Theater Overview

*Room capacity: 180 people*

*Maximum reservation duration: Flexible and event dependent.*

The Wegmans Theater is the only proper film screening facility on RIT campus. It is both a classroom and can be reserved for MAGIC affiliated events, guest lectures, or other media-driven class presentations. The Wegmans Theater is not available for private movie nights or film screenings. See access requirements below. Wegmans Theater offers:

- DCI-compliant 4K projection with Christie CP-4325 Laser Projector.
- Dolby certified surround sound playback, capable of Dolby Atmos, 7.1, 5.1, or Stereo.
- 58 auditorium speakers.
- User friendly plug-and-play podium touch panel for content control.
- DCP playback and packaging.
- 2x handheld microphones and 2x lavalier microphones.

#### Access Requirements

1. Specialty training is not required for reservation and access of the Wegmans Theater. Note that if your planned reservation requires DCP playback, you will need to coordinate with MAGIC Staff for proper projection and support.
2. Only activities which are appropriate to the theater will be approved to use the space. This includes MAGIC academic affiliated activity such as classes, lectures, film screenings, film festivals, RIT official student club/organization meetings, and project reviews. All film screenings must be affiliated with an RIT club/organization or department, and events must be publicized and open to the community.

3. All films screened on campus must follow the RIT copyright policy or have purchased the screening license. RIT copyright policy can be found [here](#).
4. All Wegmans Theater reservations are received, vetted, and approved by Eva Sarachan-Dubay, MAGIC's Event and Social Media Manager. Note that a facilities fee or student support fee may apply due to the unique needs of your event or reservation. Please contact Eva with any questions regarding the theater at [esdmss@rit.edu](mailto:esdmss@rit.edu)

## Reservations & Access

All MAGIC facilities are reserved through the RIT Event Management System (EMS) at [reserve.rit.edu](https://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](https://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. If you are planning an event and wish to provide food and refreshments, please reserve the MAGIC Atrium (MSS-2950) in addition to the theater.
4. 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. AV and projector system is shut down correctly.
  3. AV cables are tidy on the podium.

4. Interpreter seating is neatly stacked along the wall.
5. All personal items and belongings have been removed from the space and vestibule.
6. 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 a helpdesk ticket here or scan the QR codes throughout the building: [helpdesk.magic.rit.edu](https://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 [arkpvh@rit.edu](mailto:arkpvh@rit.edu). We appreciate your feedback and are happy to address your questions or concerns!