RIT | MAGIC Spell Studios

MAGIC Production Equipment Access, Policies, and Procedures

Amanda Hughes - 2026-07-06 - School of Film & Animation Policies and Production Equipment Information

MAGIC Production Equipment Access, Policies, and Procedures

MAGIC uses the same equipment checkout system as the film and photo cages, so you will find many of our policies and procedures align with what you are used to in SOFA with a few differences. Please note that enabling online reservations is in the works, but for now, all MAGIC reservations must be made with a PA in person on the Sound Stage.

The MAGIC PA student teams manages all equipment check ins, check outs, reservations, and inquiries. Because MAGIC does not have a formal cage or counter, all equipment activity takes place on the Sound Stage.

Note

The Sound Stage hosts a lot of simultaneous activity. We appreciate your patience and understanding as we balance your needs with the remaining needs throughout the building. MAGIC student staff may need to access the Sound Stage and equipment during your production to support a classmate. Please report any questions or concerns directly to Amanda Hughes at arkpph@rit.edu.

Equipment Access

Just as you did in SOFA, a MAGIC Loan Agreement must be signed before you may check out any MAGIC equipment. This agreement outlines your financial responsibility to all equipment checked out under your name.

Most MAGIC equipment is accessible to SOFA students in their 2nd year after completing training in Production Processes. Courses for access to additional restricted MAGIC equipment is outlined below.

Restricted Access Exceptions

MAGIC affiliated research students may receive access to restricted equipment without the proper course training. Faculty advisors are required for this exception. For example, the MPS Shoot Out project may receive access to the Arri Alexa Mini without completion of the Alexa Mini exam given in Advanced Cinematography II.

MAGIC PAs also receive training and access to all MAGIC equipment because they are responsible for its maintenance and upkeep. PAs are trained on all MAGIC equipment during their orientation process.

Qualifying Courses for Restricted Equipment Access

General MAGIC Lighting and Grip Equipment: Production Processes

Fisher Dolly: Advanced Cinematography I or Gearhead training workshop

Blackmagic Ursa Mini: Advanced Cinematography I

Nucleus Wireless Follow Focus: Advanced Cinematography I

DJI Ronin: PA scheduled training

Mole Tener: Advanced Cinematography I

Arri Alexa Mini: Advanced Cinematography II

664 Mix Pre 10: Restricted to audio design 4th year craft track capstone students.

MAGIC DIT Cart: Color Correction Course or PA scheduled training

Virtual Production Basic Access: Virtual Production I

Virtual Production Extended Access & Camera Tracking: Virtual Production II and VP Faculty Approval

Equipment Check In and Check Out

You must have your RIT ID card every time you check out equipment from MAGIC. If you do not have your ID card, you will not be able to check out equipment, even if you have a reservation. You may not use someone else's ID card to check out equipment. MAGIC may report any student attempting to check gear out using an ID card that is not their own to public safety.

Check outs can be scheduled as a reservation or as a walk-up checkout, pending equipment availability. We recommend you inspect all equipment thoroughly before taking it with you. Remember, you are now financially responsible for all gear under your possession. If you notice any issues with your equipment during your checkout, please let a PA know and they can assist you in finding a replacement.

You **do not need your RIT ID for equipment returns**, and MAGIC will always accept its gear back. That means you can return gear on behalf of someone else, however, that person is still responsible for any damage or repairs. Equipment is expected to be returned in the same condition it was loaned out. A PA will inspect each piece of equipment and all kit parts upon check in. You must be physically present during your check in and may only leave when a PA gives you the okay to do so. You will be contacted directly with any issues regarding your equipment.

Some equipment may not pass PA inspection. This may be because it is damaged, missing, malfunctioning, or otherwise not performing as expected. In this case, the PA will take this piece of equipment out for service for a Key PA and Amanda Hughes to investigate. This equipment will not be accessible to any other student until it has been okayed by a manager and put back into service. You will be contacted directly if there are any financial implications to bringing this gear back online.

Just like in SOFA, MAGIC expects wet or dirty cases to be cleaned and dry upon return. Gear that is returned cold may be left to acclimate to room temperature before beginning inspection.

Unlike SOFA, **MAGIC does not require batteries to be fully charged upon check in**. Be prepared you may receive equipment with a low battery charge when heading directly from check out to set.

Reservations

Almost all MAGIC production equipment can be reserved in advance for your production. **Reservations must be made in person with the assistance of a PA.** Students can only have **1 reservation in the system as a time.** An up-to-date list of MAGIC equipment can be found here

Equipment Quantity Restrictions

Because we have a limited inventory, please note the following equipment restrictions for any individual student reservation or check out:

- 1x Camera
- 3x Lights
    - You may request more than 3 lights by submitting and adequate lighting diagram to the PAs. This will require Key PA approval.
- C-Stands and Combo Stands must be an appropriate number to the quantity of lights and modifiers.

Loan Period

Equipment checked out Monday – Thursday is due back within 24 hours. If you check gear out on Tuesday at 11:03am, your gear must be returned and fully inspected by Wednesday at 11:03am.

Equipment checked out on Friday is due back **before 5pm the following Monday**.

Important

Because almost all of MAGIC's inventory is used to to support the Production Processes Class, **we may request you return your gear before 12pm on Mondays.** This way we can accommodate both your production and the P2 class.

Docking

Failure to return equipment on time or vacate a production facility on time will result in docking. Missing a reservation, unpaid invoices, or obvious abuse/misuse of MAGIC equipment, facilities, or personnel may also result in docking. Docking means you do not have access to check out equipment, facilities, or make reservations for a duration of time, depending on the above offense. **Note that when you are docked in MAGIC, you are also docked in SOFA and vice versa**.

Docking penalties are calculated as follows:

- Equipment that is returned up to 15 minutes late will result in 1 day's docking.
- An additional day of docking will be added for every additional 15 minutes you are late.
- The maximum docking penalty duration is 6 days.
- A manager may manually dock a student or extend a docking in rare circumstances. For example – if your gear is overdue and a manager has tried to contact you but have not heard back, we may reach out to public safety to check that you are okay. If you have simply neglected to respond or return equipment, your docking may be extended due to obvious policy neglect and abuse.

Late gear is calculated by the time gear has been finalized as "checked in" in the system. This means if you arrive at 11:00am and your gear is due back by 11:05am, you may be docked if it takes over 5 minutes to inspect your equipment. Remember it is not the PAs duty to try to prevent you from getting docked. Equipment inspection takes time and care, and it is the PAs job to take the time needed for thorough inspection. Do not rush or pressure a PA to speed up inspection. Please reach out to Amanda Hughes directly with questions or concerns.

Intentional Disregard for Rules or Policy

If you are discovered to be intentionally disregarding or abusing MAGIC rules and policies, your access to MAGIC facilities and equipment may be suspended. Examples of misuse may include knowingly keeping equipment past its due date and time, using coercive methods to convince other students to obtain access to equipment or facilities on your behalf when docked, or using MAGIC facilities or equipment for commercial use without prior approval.

MAGIC will contact public safety regarding equipment that is 48 hrs overdue if we have not heard from the student possessing the gear. Public safety may contact you directly to help retrieve MAGIC's equipment. Failure to return the gear will be reported as missing and the student will be financially responsible to replace all missing gear.

Damaged, Missing, or Broken Gear

Equipment that is damaged, broken, or lost while in your possession will be noted during check in taken out for

service in our system. The Key PA and Amanda Hughes will assess the damage and repair, and a bill will be sent to your account if applicable. You are responsible for all gear checked out under your name, so please remember this if you let friends borrow gear you have checked out. If another student accidentally damages gear you loaned to them, you are still the financially responsible party.

Paying Bills

If you receive a bill on your account, you will have 2 weeks to pay it. If you do not pay within this time, you will be docked until it is paid. Anything repaired in-house will only be billed for cost of parts. If gear must be shipped for repair, you will be billed for total charged parts, labor and shipping.

Please contact Amanda Hughes if you plan to cover your bill by using insurance. We can work out a proper timeline while your claim is being processed to avoid unnecessary docking.

All payments will be coordinated with Amanda as well.

Specialty Requests

MAGIC may accommodate specialty requests to support your production! Requests forms can be found here, including:

- Extended checkout forms
- Using a fog machine on the Sound Stage
- Using a motorized vehicle on the Sound Stage
- Request to QC a DCP in Wegmans Theater

Talk To Us!

The MAGIC student team and full-time staff are here to support you. If you have any questions, concerns, cool ideas, or anything you'd like to discuss related to our operations, please reach out to Amanda Hughes at arkpph@rit.edu.

Most importantly, we understand that life happens. If you are running late or cannot make it to the PA's for an equipment appointment, please reach out to Amanda Hughes and submit a Production Support Helpdesk Ticket. We are happy to work with you as best as we can!