

## [ACCESS AND POLICY: MAGIC Motion Capture Lab \(MSS-3152\)](#)

Andrew Sevigny - 2025-07-07 - Facility Access and Policies

### **MAGIC Motion Capture Lab (MSS-3152) Access and Policies**

*Room Capacity: 6 people*

*Maximum Reservation Duration: Flexible. See access requirements below.*

The MAGIC Motion Capture Lab is a resource available to those working on film, animation, games, or MAGIC affiliated projects and research in motion capture and tracking. The default room setup is designed to support animation workflows, marked and markerless capture, and also serves as a testing environment for the MAGIC stairwell projection art. The lab consists of one workstation as well as:

#### **Hardware**

- [10-camera Vicon system \(marker-based\)](#)
- (1) [Perception Neuron \(IMU-based\)](#)
- (1) XBox One Kinect
- (3) [Azure Kinect](#)
- (2) Epson Projectors (ceiling-mounted)
- (1) [ZED 2 camera](#)
- (1) [Rokoko Headcam](#)

#### **Software:**

- [Shogun Live 1.14](#)
- [Shogun Post 1.14](#)
- [Unreal Engine](#)
- [Pixera](#)
- [Touch Designer \(Non-Commercial\)](#)

## Warning

Access to the VR Lab is a privilege. We extend you our trust when we grant you access to this space. Any abuse or neglect of policies, procedures, or equipment will result in removal of access to the space. **Propping doors or providing access to those who do not have approval to be in the facility will result in loss of access.**

The equipment in this lab is extremely fragile and precise. Any tampering with the base setup will result in loss of access and violators will be billed for damages.

## Access Info & Requirements

1. All users of the MAGIC Motion Capture Lab must have an RIT faculty or staff sponsor. The sponsor must be affiliated with MAGIC and must be able to provide guidance for the student team. **All requests must be initiated and submitted by the project sponsor.** MAGIC will not grant access to individual students who do not have a project sponsor.
2. Student names and RIT UIDs must be provided in order for MAGIC to grant access to the space.
3. MAGIC student staff will assist in facilities training and onboarding after the request for access has been received.
4. Once student have been trained in the facility, they will be added to an access list and may submit reservations for the lab at [reserve.rit.edu](https://reserve.rit.edu). An approved access list is managed and maintained by Amanda Hughes.
5. Due to facility constraints, MAGIC may limit the number of users per project who are granted access to the space.

## 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 & 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.
4. All users inside the Motion Capture Lab have been trained and are on the approved access list, however, you may let talent who are not trained on facilities operation into the space. **You may not prop doors or allow other unapproved users into the facility. This will result in revoked facilities access.**
5. **Do not store personal or project data directly on the Motion Capture Lab machines!** Stored data will take up space and slow down the machines, impacting other user's projects. MAGIC will delete any personal data as needed.
6. For additional software or hardware needs other than what's included in the lab, submit a [helpdesk ticket](#) specifying your request and how it relates to your project. While we try to accommodate requests, support is not guaranteed.
7. 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. All personal items and belongings have been removed from the space.

3. The equipment has been shut down following proper protocols and procedures.
4. All doors are secured when vacating the space.
8. We consider this a “living lab.” Please share your feedback, requests, or concerns by submitting a [helpdesk ticket](#). We want to hear from you and make this space the best that it can be!

### How to Request Access

1. Your faculty or staff sponsor can begin a Motion Capture Lab access request by navigation to [helpdesk.magic.rit.edu](https://helpdesk.magic.rit.edu) to submit a ticket.
2. Be sure the department is set to **“MAGIC Spell Studios”** and the **“Support Type”** is set to **“Facilities Support.”**
3. In the subject line, include **MAGIC Motion Capture Lab Access Request.**
4. Include the following information in the **“Message”** field:
  1. Name and brief description of student project/research team
  2. Brief description of how the student team will be using the lab (what equipment and software needs do you anticipate, etc)
  3. Names and RIT UUIDs of student team members (MAGIC may limit the size of the student team based on facility usage.)

Once your Request is Submitted:

1. MAGIC may respond via email if more information is required - this may include a project intake form.
2. MAGIC will email the student team members and request a meeting time to go over facility rules and etiquette. The faculty sponsor will be CCed in this email.
3. Student will be added to the facilities access list and may submit reservations for the Motion Capture Lab after their completed onboarding.

## **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](https://helpdesk.magic.rit.edu) 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 [arkpph@rit.edu](mailto:arkpph@rit.edu). We appreciate your feedback and are happy to address your questions or concerns!