

REQUEST: Motorized Vehicle on the Sound Stage

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Requesting Access and Permission for a Motorized Vehicle on the Sound Stage

MAGIC allows for motorized vehicles to be brought onto the sound stage for production purposes. RIT and New York State have set code requirements in place for vehicles indoors for your safety.

If you are a student or faculty and wish to use a vehicle on your stage for your production, please **familiarize yourself with the requirements below, then follow the instruction to request permission and access.**

Note

Bringing a vehicle on the sound stage requires approval from multiple RIT departments, including **MAGIC, Public Safety, RIT Risk Management, and RIT Environment Health and Safety**. Because of this you **must submit your request at least 2 weeks in advance.**

New York State Indoor Vehicle Code Requirements

Liquid-fueled or gaseous-fueled vehicles, boats or other motorcrafts shall not be located indoors except as follows:

1. Batteries are disconnected except where a *fire code official* requires batteries to remain connected to maintain safety features. **For RIT, all batteries must remain disconnected unless granted permissions otherwise by RIT Environmental Health and Safety.**
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons, whichever is less.
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, boats or other motorcraft equipment are not fueled or de-fueled within the building.

Request Process & Required Information

1. Navigate to <https://helpdesk.magic.rit.edu/new-ticket> to begin a new request.
2. Be sure your Department is set to **MAGIC Spell Studios**, and under "Support Type," select **Production Support**.
3. In the subject line, include "**Studio Vehicle Request**" with the **dates of your anticipated production**.
 1. Ex. **Studio Vehicle Request - 9/13/24**
4. For "Location", please specify Full Sound Stage, East Sound Stage, or West Sound Stage.
5. Include the following information in the "Message" field:
 1. Project name requesting vehicle use.
 2. Confirmed EMS reservation dates for the sound stage.
 3. Exact times the vehicle will arrive.
 4. Exact times the vehicle will be removed.
 5. Confirm you have read and understand the NYS indoor vehicle code requirements above.

Once your Request is Submitted

- MAGIC may respond via email asking for additional information, if needed.
- Your request will be submitted to remaining RIT departments before final approval.
- You will receive request approval/denial via email.
- You may follow up on your request using the same helpticket. Please do not submit multiple tickets for one request.

Warning

Remember: The MAGIC sound stage is **not at ground level**. **All vehicles must be delivered and picked up from the stage using a flatbed tow truck**. You are responsible for **reserving, booking, and all other logistics to coordinate with the tow truck company, including any affiliated costs**.

Only trained MAGIC students and staff are allowed to operate the MAGIC loading dock door. Times for vehicle delivery and pick up will be solidified via your support ticket so MAGIC can staff appropriately.

