

## Rochester Institute of Technology MAGIC Spell Studios Equipment Reservation and Checkout Rules and Regulations

1. Equipment is reserved first come, first serve. Student productions need to plan ahead if they would like to use MAGIC gear. MAGIC cannot accommodate all productions.
2. A student can have 1 reservation in the books at a time.
3. Camera sharing is not permitted. The camera should always be in possession of the student whose name it is under on the reservation/check-out.
  - a. If a student is found sharing a camera, their access to MAGIC equipment will be revoked.
  - b. Students can only reserve/check-out one camera from MAGIC per production.
4. A lighting diagram is required for any reservation with more than three lights. Your reservation will **not** be approved without the diagram. Having a lighting diagram does not guarantee approval, it must prove need for the lights the student wants to reserve.
5. Reservations need to be done in person with a MAGIC PA. If there is not a PA in the PA Office during PA hours, there will be a note posted on the door as to their location.
  - a. The PA schedule is available at <https://inside.magic.rit.edu>
6. Gear needs to be checked out at the confirmed check-out time, and checked back in at the confirmed check-in time (scheduled during your reservation.) This information is available in the confirmation email.
  - a. Equipment taken out for the weekend is to be returned **Monday morning before 11:00 am** unless special permissions are given.
  - b. The student must take the gear out of MAGIC at the confirmed time, the gear cannot be left on the soundstage unless it is reserved under that student's name.
  - c. If gear is not picked up at the confirmed time, it is liable to be given to other students.
7. Students can not check gear back in piecemeal (i.e. You cannot return the camera without the media.)
8. Gear should be returned organized and in good condition. (i.e. stingers wrapped properly, kit items back in their original position, no wet cases, etc.) We reserve the right to deny checking in equipment that is in unacceptable condition.
9. Students should remove all labels they placed on gear before returning. (i.e. tape)
10. If gear a student receives from MAGIC is damaged or broken in any way, the student should make the PA aware upon check in so it can be fixed before it is given to the next reservation or checkout.
11. MAGIC Production Assistants are the only students permitted to operate the loading dock.
12. Students are not permitted to enter the MAGIC grip cage.
  - a. Teaching Assistants for the Production Processes and Advanced Cinematography I & II classes are permitted inside the cage for gear purposes while a MAGIC Production Assistant is present.
13. Reservations over RIT breaks are allowed, the equipment would need to be returned the day classes resume. These reservations are approved by Amanda Hughes, questions should be directed to her at [arkpph@rit.edu](mailto:arkpph@rit.edu)

14. Students must be trained to reserve and/or checkout certain gear as listed below:
  - a. **Production Processes**
    - i. MAGIC Lighting and Grip Gear
    - ii. MAGIC Soundstage and Prop Room
  - b. **Advanced Cinematography I**
    - i. Blackmagic URSA Mini 4.6k
    - ii. Mole-Richardson 1600W Tener LED
  - c. **Advanced Cinematography II**
    - i. Chapman PEEWEE® II Dolly
    - ii. ARRI Alexa Mini
15. MAGIC is not responsible for SOFA Cage equipment. **Students are not permitted to leave SOFA gear unattended in MAGIC spaces.**
16. MAGIC is a commercial client space and does not only serve SOFA students. Students receive one warning if they do not adhere to the rules and regulations, after that MAGIC can choose to not work with them.
17. Please communicate with us on comments, issues, and concerns.