

York University
Motion Media Studio (MMS)
at Cinespace
INFORMATION PACKET
(May 1, 2022)

Welcome to the York U Motion Media Studio (MMS) at Cinespace.

MMS is an inter-disciplinary studio space open to the pursuit of exploration and innovation with a special focus on film production, performance, immersive environments, and virtual production.

We provide access to hands-on training via courses and micro-credentials, masterclasses, panels, workshops, and professional opportunities with our greater York community.

We believe that inclusivity is the backbone of a healthy, thriving creative sector. The more diverse voices, experiences, and backgrounds represented in every aspect of the screen and media industries, the more it will flourish with cultural expression and sustainable employment for the foreseeable future.

We look forward to exploring and innovating with you.

Kenneth Rogers
Director
Motion Media Studio

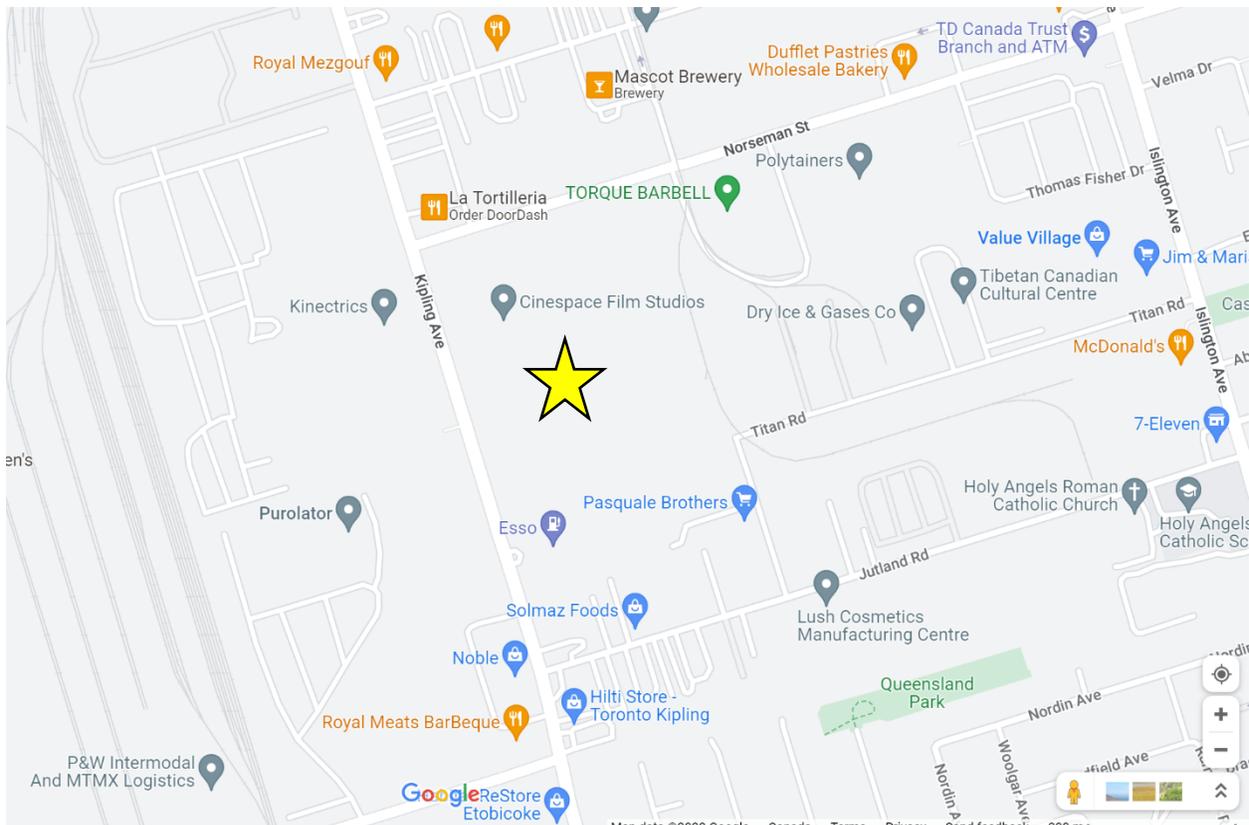
Ingrid Veninger
Associate Director
Motion Media Studio

MMS Location Information

The **York U Motion Media Studio (MMS)** at Cinespace is located at:

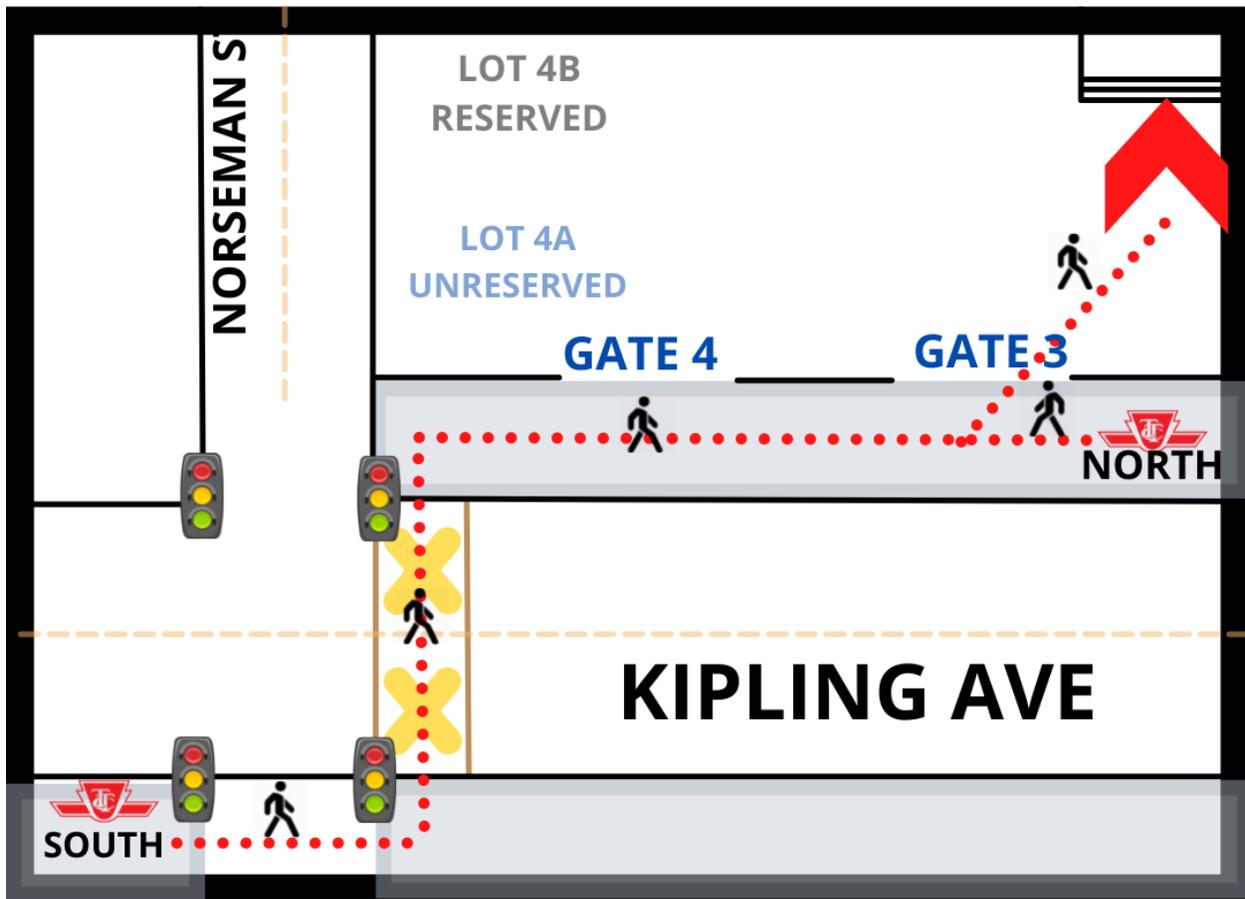
777 Kipling Avenue, Toronto, ON M8Z 5Z4

<https://goo.gl/maps/c3ibvqTXRYfGCBnc6>



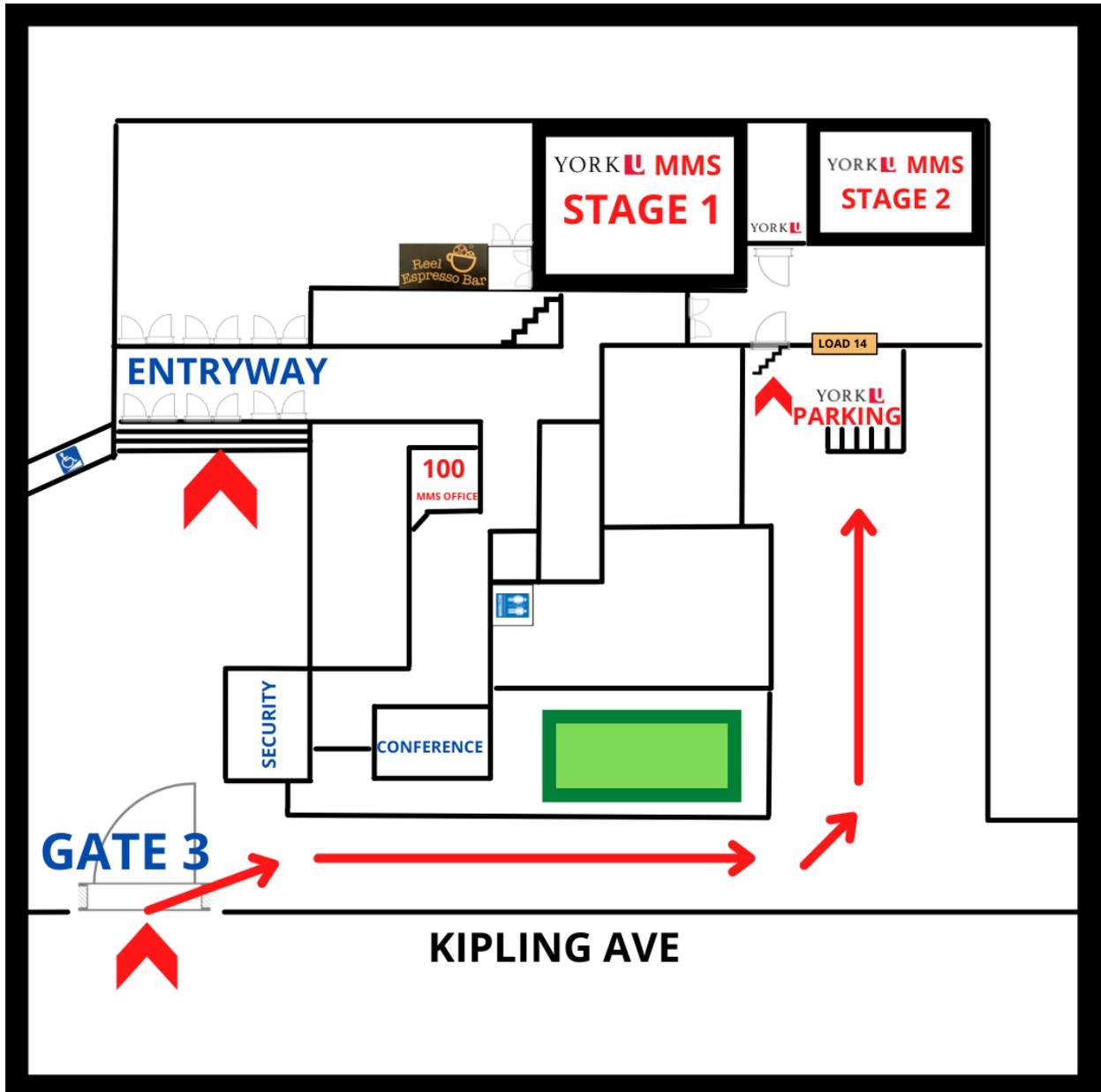
TTC

Kipling Station
44 South Bus
Exit @ **Norseman Street**
Cross street, head south
Cinespace **Gate 3 Entry**



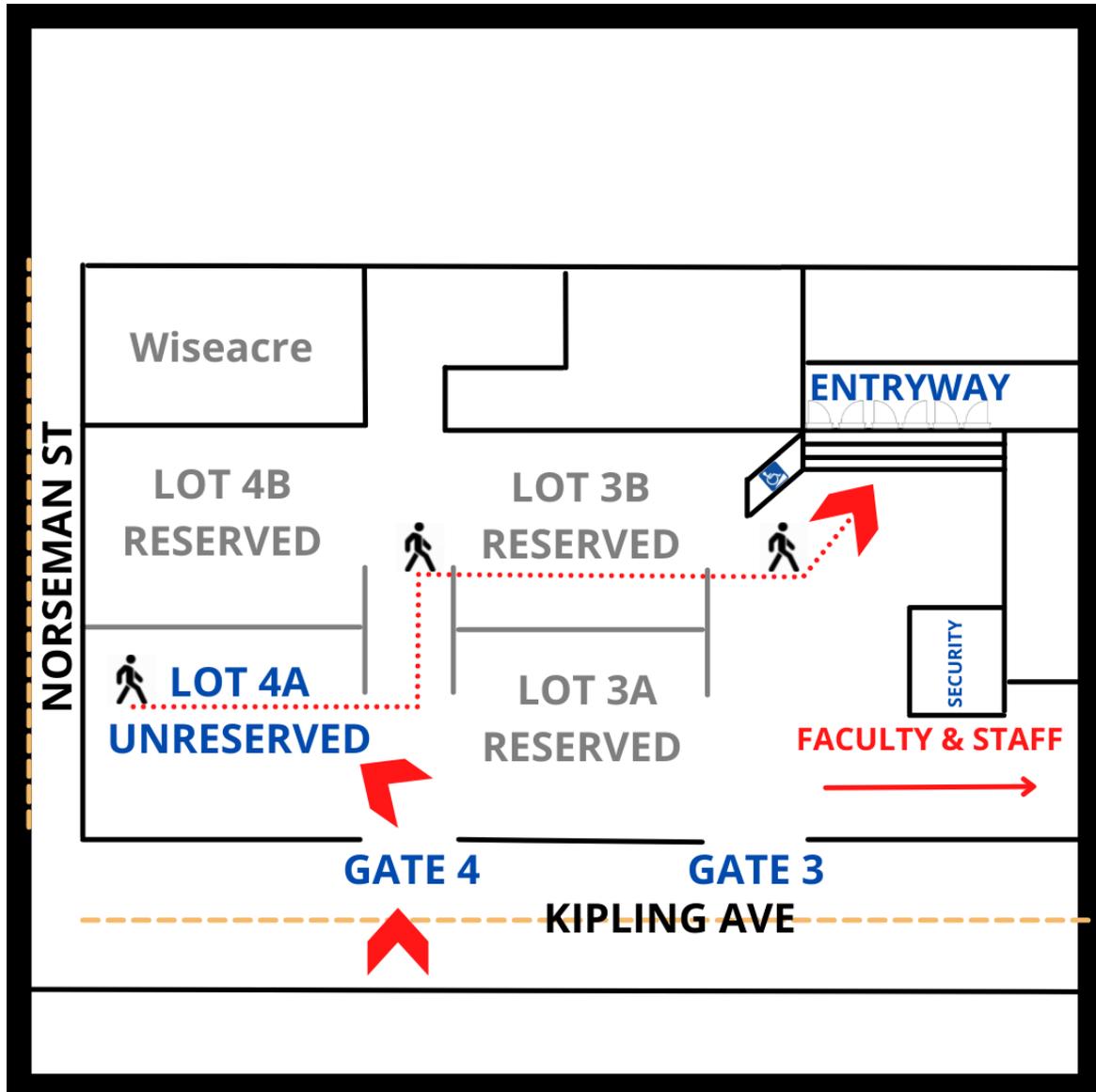
Faculty & Staff Parking

5 Reserved parking spots for Faculty & Staff
Gate 3 Entry
See Appendix F for Vehicle ID Card



Student & Unreserved Parking

Lot 4A
Entry to Lot 4A use Gate 4
See Appendix F for Vehicle ID Card



COVID-19 Protocols

Motion Media Studio (MMS) follows the same guidelines and procedures as set by York University.

- **York community members should continue to self-monitor for symptoms and must not come to campus if they are feeling unwell.**
- Effective **May 1st, 2022**, York will pause its COVID-19 [Vaccination Mandate](#)
- York continues to work with public health authorities should it become necessary to reinstate proof of vaccination on very short notice after May 1.
- **Masks must be worn** in all indoor spaces when not actively filming, eating, or drinking.
- Consider using available **outdoor spaces** or open areas for eating or drinking (weather permitting).
- Regularly sanitize eating areas with provided **disinfecting wipes**.
- **Wash or disinfect hands** before/after eating or drinking.

All members of the York community share a responsibility for the safety and well-being of others, and are required to observe all COVID-19 health and safety regulations while on our campuses

For more information on York Universities Covid-19 Measures please reference the York U Better Together site. <https://www.yorku.ca/bettertogether/>



Emergencies and Health & Safety

In the event of a life-threatening situation, call 911 for Fire, Police and Ambulance, and immediately notify Cinespace Security at 416-406-4155 after calling 911.

Provide your location to the 911 Operator as Cinespace Film Studios, 777 Kipling Avenue, Toronto, ON M8Z 5Z4 and to Enter at Gate 1.

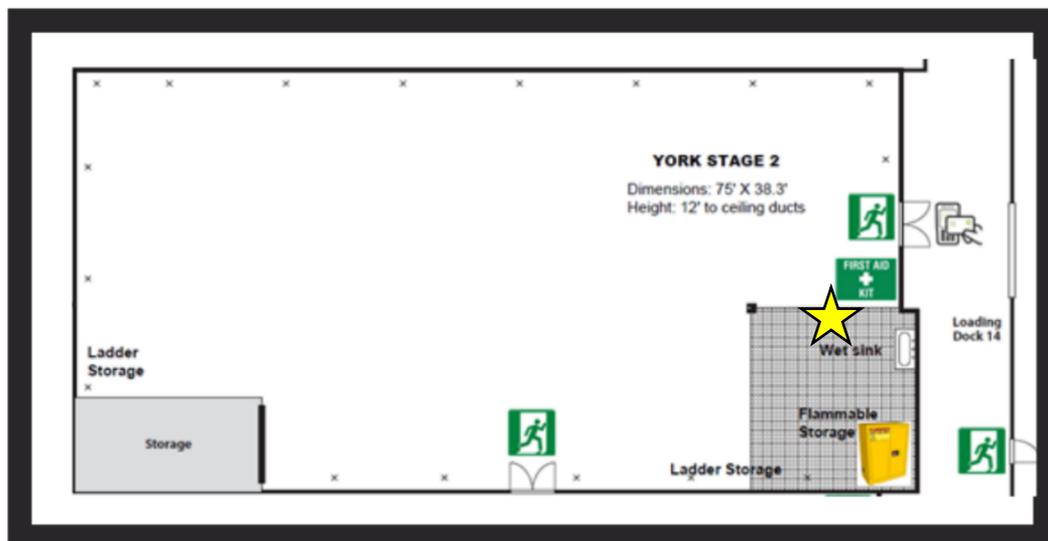
As soon as is reasonably possible, notify the Faculty Supervisor/Course Director or the AMPD Facilities, Health & Safety Manager Terry Wright at 416-676-6677, who will in turn provide further direction, investigation, and internal University notifications.

For **non-employee (students)** report to your faculty supervisor or department, who will report it to Risk Management.

External users please use the York University Incident Report and submit to riskmgmt@yorku.ca
Found: <https://www.yorku.ca/riskmanagement/forms/>

Employees with any illness or injury a workplace incident report (WIR) is to be completed by the management supervisor and submitted to wir@yorku.ca

FIRST AID KIT is located in **Stage 2** by the loading doors.



For additional information on York's health, safety & wellbeing visit:
<https://hr.info.yorku.ca/health-safety-employee-well-being/>

All York University policies and procedures, including the Code of Student Rights & Responsibilities, AMPD Standard Operating Procedures and safety practices, as well as Federal, Provincial, Municipal Act, Statutes and Bylaws are applicable to the Motion Media Studio (MMS), in addition to those practices and procedures of the Cinespace Film Studios.

SPACE USE AGREEMENT

House Keeping

It is the responsibility of ALL users to maintain cleanliness throughout pre-production, production, courses, and/or general use to mitigate hazards and to ensure safety.

Upon completion, users must ensure the space is returned to the standard prescribed and/or state it was found, so the space is clean and ready for the next user.

MMS is equipped with a dust mop, industrial broom, wet-dry vacuums and mobile bucket wringer and wet mop. Found by the wet sink in Stage 2 with other cleaning supplies.

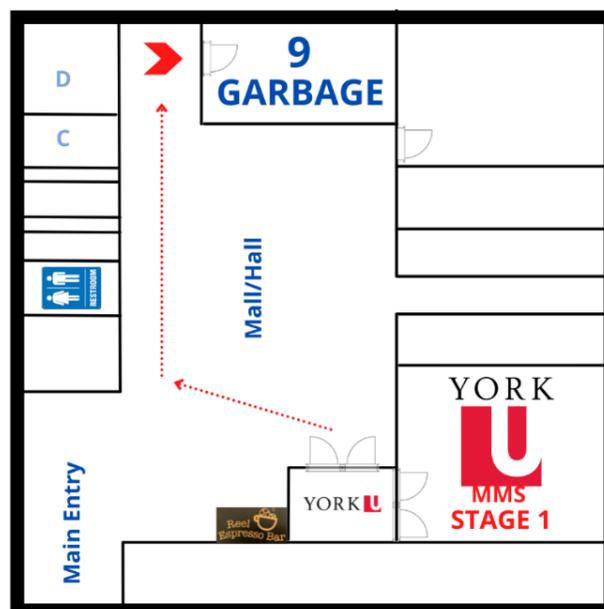
On occasion, users will require access to Both Stage 1 and Stage 2 for equipment, supplies, wet sink, HVAC and IT controls. Users need to be respectful to each other's space, and if access is required clear communication is expected.

Waste Disposal

LEAVE NO TRACE. Food waste and regular use waste should be **removed** and **deposited** in the garbage room **at the end of each day/use**.

Garbage and recycling bags can be found in Stage 2 near the wet sink. The garbage room is open 8am-5pm for disposal purposes.

Additional disposal of any materials (i.e. paint, sets, metal or wood waste, etc...) is the responsibility of the user, prior to the completion of booking term.



Use Alerts

Both stages are equipped with LED light control strips above entry doors and a bell alert. There are two remotes available to trigger audible and visual alerts when filming and /or when other activity is in progress to avoid disruptions.

Green Screen

Users are responsible to remove any outdoor shoes and/or cover their shoes with boot protectors when encroaching onto the green screen flooring. Boot protectors can be found with other supplies by the wet sink in Stage 2

Users will be responsible for damage(s) to any part of the Greenscreen incurred during booking term.

HVAC & Electrical Breaker Panels

The central heating/cooling/fan control system is located in Stage 1 North/West corner where the IT systems, electrical breaker panels, and room light switches are.

The fan control is currently set to the Auto Mode but can be switched off for filming.

Temperature can be manually adjusted at time of use for optimum comfort. Users are to return the temperature setting to 68 F degrees (or 20 C) and switch the fan to Auto mode when finished use.

This area of Stage 1 is demarked as a ***non-work area*** due to the location of electrical panels and IT panels.

Use of Special and Physical Effects

Any use of special effects (i.e. fog/smoke machines), must be approved in advance by the appropriate faculty supervisor in consultation with the MMS Program Coordinator, AMPD Manager, Facilities, Health & Safety and Cinespace Film Studios in order to complete a risk-hazard assessment.

Any use of physical effects, including use of replica weaponry and fight choreography, must be approved in advance by the appropriate faculty supervisor in consultation with the MMS Program Coordinator, AMPD Manager, Facilities, Health & Safety and Cinespace Film Studios in order to complete a risk-hazard assessment. In addition, the use of replica firearms requires additional approvals from York University Security Services and in some instances Toronto Police Services.

For additional details please see Rules and Regulations section in License Agreement, or within user's applicable curriculum mandates.

Request of **ALL** special effects use **must be identified upon booking** and also approved by Cinespace Management.

If isolation or shut down of the building fire alarm detection devices is required, fees may be incurred by the user for fire isolation and fire watch personnel.

In some circumstances, depending on the scope of the activity, a faculty supervisor/course director may need to be present to provide duty of care.

Service Requests & Facility Alterations

Any request for equipment use and/or supply purchase and/or facility alterations, including the use of **ANY floor tape**, must be approved before use, by Bethany Minor, MMS Cinespace Program Coordinator.

Film Equipment, Ladders & Peripherals

All equipment provided through generous donations by Cinespace and/or other Sponsored Partners, as well as equipment purchased by AMPD is available to authorized users and for scheduled bookings. Priority use is for students and courses using MMS for registered classes.

This equipment may not be taken off site with the exception of service needs as arranged by the MMS Program Coordinator.

At the end of each day equipment must be stored safely. When not in use, **all** equipment is to be stored in its designated storage location.

All ladders must be inspected prior to use. Inspection Check List Forms and MOL Ladder Fast Fact Use Tips are located by each ladder storage area. When not in use, all ladders must be stored in an upright position and chained in their designated storage locations.

Important: Please report any broken or missing equipment to the MMS Program Coordinator and label the piece as "out of service".

Physical assets are further monitored using digitally recorded localized CCTV cameras.

While it is encouraged that users work in groups, especially outside of MMS business hours (8:30am-4:30pm), there may be occasions when only a single user is present. In such cases, the user can alert Cinespace Security at 416-406-4155 to advise of working alone.

Checklists

For production use, upon completion please fill out the Strike Check List. **Appendix D. Checklists are also provided in physical copies located in Stage 1.**

Documentation of MMS Use for Promotional and Educational Purposes

We want to document and celebrate the activities happening at MMS so while you are on-site there may be a York U representative taking stills and/or short video clips. By signing the license agreement, we trust you have granted your consent for a York U representative to capture material to be used for promoting, publicizing, or explaining MMS and its activities and for administration, educational or research purposes. If you have any questions or concerns, please do not hesitate to let us know.

Additionally, as per the License Agreement the Licensee will recognize the assistance they have received by including the provided York University Motion Media Studio Logo in their credits and/or on the final content.

Please contact MMS Program Coordinator for Logo Files and Brand Guidelines.

Bethany Minor

Program Coordinator, MMS

bminor@yorku.ca

WIFI Access

Faculty & Staff York Air Plus

Use your Student or Employee login

External & Guests

YSTAGE
Password: **stagey16**



Good to Know

Recommended Items:

Water Bottle
Food/ Snacks
Personal need items
Layers for warmth

Offerings On Site @ Cinespace

Reel Espresso Bar

Location: Cinespace's Mall-Hall near the alternate entrance/exit to MMS's stage
Coffee, tea, espresso and other beverages. No food items currently
Hours: 8am-2pm
Cash, debit and credit



Offerings near MMS

Oven Fresh Baking Company

Location: 853 Kipling Ave, Etobicoke, ON M8Z 5G9
5-minute walk or 2-minute drive from MMS
Sandwiches, pastries, burgers, beverages, and other items
Cash, debit, and credit

La Tortilleria

Location: 817 Kipling Ave, Etobicoke, ON M8Z 5G8
4-minute walk or 2-minute drive from MMS
Tacos, burritos, bowls, and other Mexican snacks
Cash and credit

Tim Hortons

Location: 733 Kipling Ave, Etobicoke, ON M8Z 5C9
6-minute walk or 2-minute drive from MMS
Cash, debit, and credit

McDonalds

Location: 1001 Islington Ave, Etobicoke, ON M8Z 5X5
15-minute walk 6-minute drive from MMS
Cash, debit, and credit

APPENDIX A

MMS Key Contacts

Bethany Minor

Program Coordinator, MMS

bminor@yorku.ca

Cell: 514-668-5214 *Only to be used during regular business hours, Mon-Fri,
8:30 AM- 4:30 PM*

Bethany is on site Monday through Friday, from 8:30am until 4:30pm

Kenneth Rogers

Director, MMS

krogers1@yorku.ca

Ingrid Veninger

Associate Director, MMS

ingridv@yorku.ca

Terry Wright

Manager, Facilities, Health & Safety, and Technical Services AMPD, York University

wright1@yorku.ca

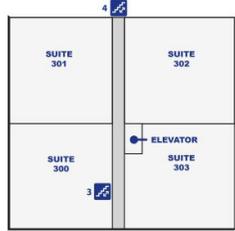
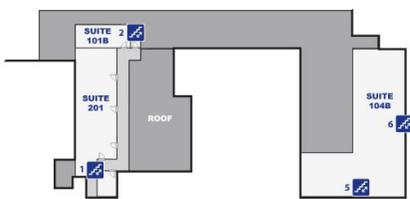
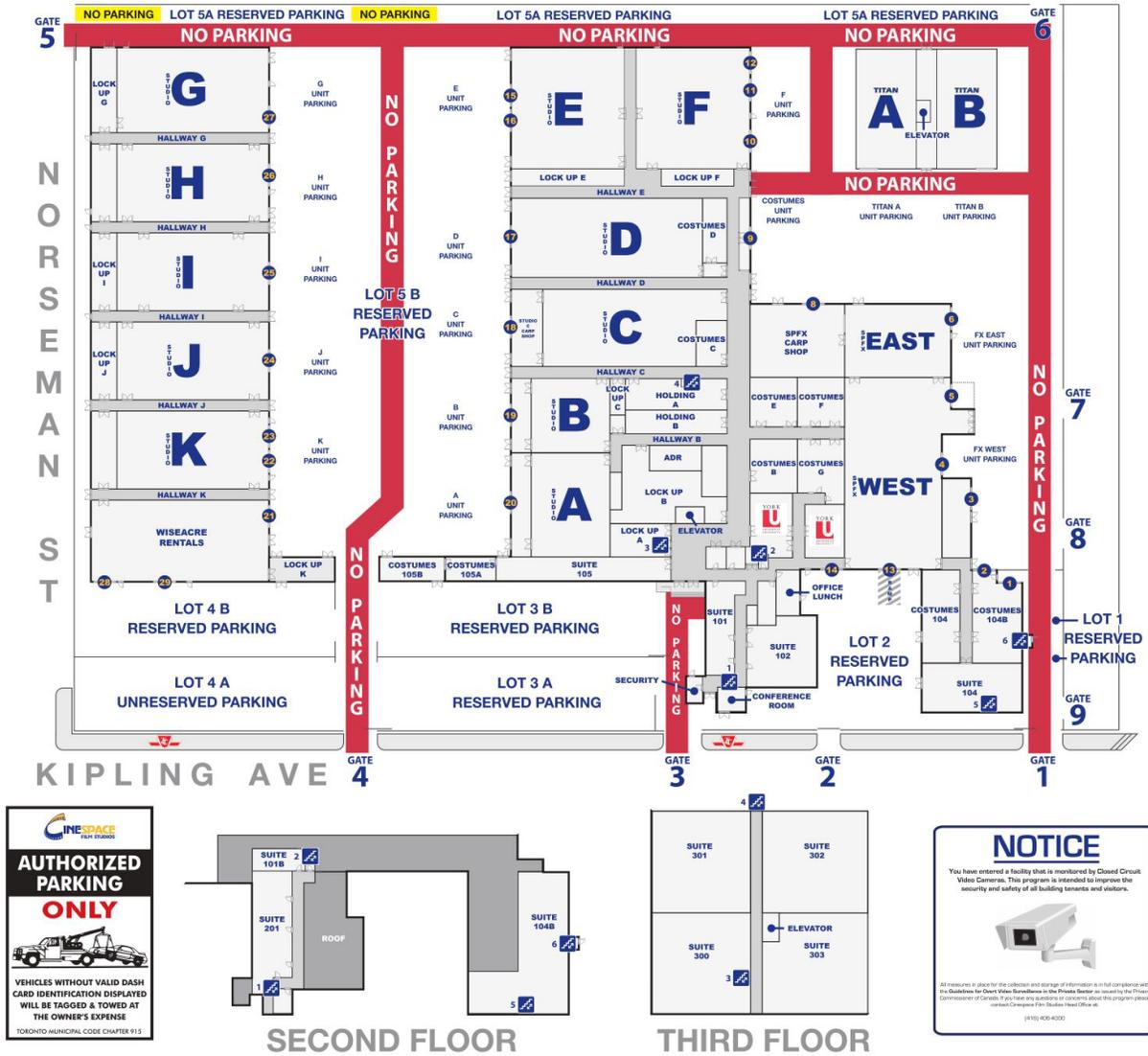
Cell: 416-676-6677

Cinespace Security

416-406-4155

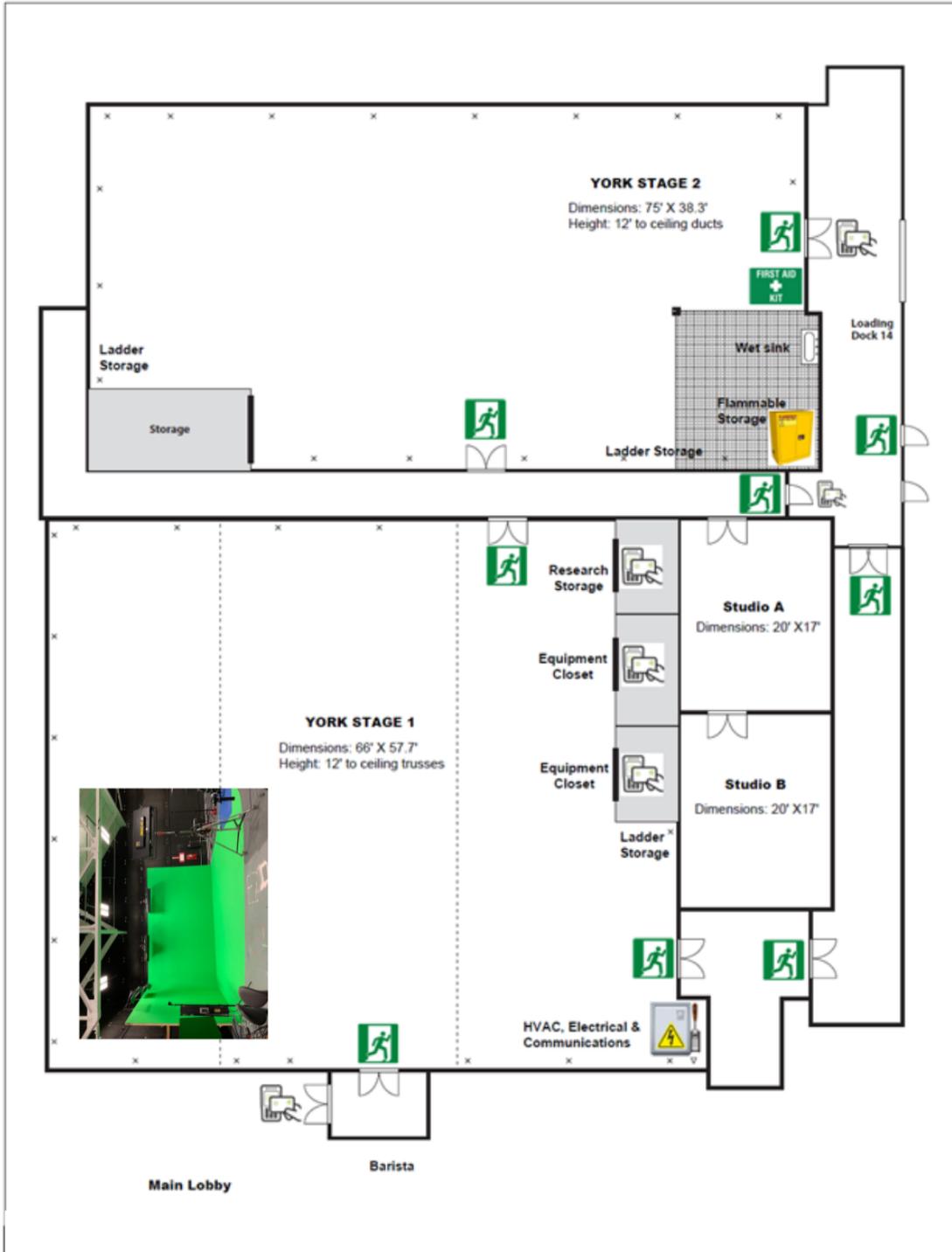
APPENDIX B

Cinespace Lot Map



APPENDIX C

MMS Stage & Studio Map



APPENDIX D

MMS Strike Check List

ALL GARBAGE (including food and containers) removed from all user areas **YES / NO**
(no exceptions, kindly dispose of, failure to do so will result in a warning, if a second warning is required, additional cleaning fee's may be applied.).

All construction materials (i.e. sets, props, paints, construction waste) removed **YES / NO**
(if no, please explain, additional fees may apply):

All equipment has been returned to designated storage closets/area. **YES / NO**
(no exceptions, kindly return to designated storage).

All ladders used have been returned and chained in their designated areas. **YES / Not Used**

Floor Tape Removed. **YES / NO** Floors swept and/or vacuumed. **YES / Not required**

Green Screen condition approved: **YES / NO**

Were any First Aid supplies utilized? **YES / NO**
If yes, ensure appropriate accident report has been completed, and list what was used.
See **Appendix E**: _____

HVAC control has been reset to 68 F degrees (or 20 C) and the fan switched to Auto mode
YES / NO (if no, explain): _____

All exits and access to fire extinguishers and first aid kit is free of debris, clutter, or other obstruction: **YES / NO** (if no, explain):

All Access Cards and Lockbox keys returned: **YES / NO**

Name (print): _____

Email: _____

Signature: _____

Date: _____

**Any issues/deficiencies to be reported to the MMS Program Coordinator,
Bethany Minor at bminor@yorku.ca or 514-668-5214.**

Keys to be returned along with the completed checklists within one business day of booking completion.

Users will be billed for any damage, disposal, clean up required, or applicable fees as a result of non-compliance.

APPENDIX E

First Aid Checklist (as of May 1, 2022)

ITEM	# in Stock
First Aid Mini Booklet	1
Adhesive Bandage Pack	1
Adhesive Bandage Knuckles & Finger Assorted Pack (20)	1
Gauze Bandage 1" Pack	3
Gauze Bandage 2" Pack	1
Gauze Bandage 4" Pack	4
Gauze Pad 3" x 3"	48
Conform Gauze Bandage 3"	1
Bandage Compress 4" Pack	5
Assorted Safety Pin Pack	2
Triangular Bandage	6
Assorted Splint Set	1
Splint Pads	2
Plastic Basin	1
Paper Tape 1.5"	1
Dressing Tape 3"	1
Alcohol Swab/Wipes	20
Nitrile Latex Free Gloves	1 Pair
CPR Shield (Disposable)	1
Instant Cold Pack	1
Instrument Kit (Scissors, Tweezers, Safety Pins)	1

APPENDIX F

Print at home Vehicle ID Card
(Please print and place on your cars dashboard)



VEHICLE ID CARD

Production	Department
Contact name	Contact #
Plate #	

NO OVERNIGHT PARKING

PLEASE CONTACT YOUR PRODUCTION FOR INFORMATION ON PARKING.
THIS CARD MUST BE DISPLAYED AT ALL TIMES
WHILE ON CINESPACE FILM STUDIOS PROPERTY.
UNAUTHORIZED VEHICLES WILL BE TAGGED
AND TOWED AT OWNERS EXPENSE
CINESPACE FILM STUDIO ASSUMES NO RESPONSIBILITY FOR
LOSS OF DAMAGE TO VEHICLES