

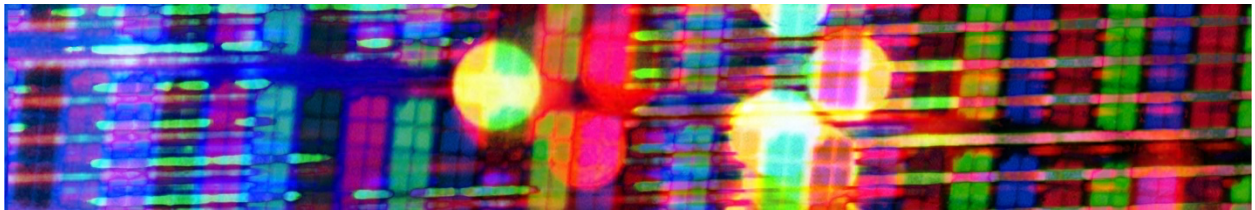


**University
of Manitoba**

School of Art

**University of Manitoba,
School of Art,
Sound Stage Facilities User Manual**

Revised August 2025



Description:

The Sound Stage facilities at the University of Manitoba's School of Art (SoA), is a transformative and multi-purpose environment for Creating, performing, exhibiting, teaching, and learning arts and art related technologies.

This space will support activities related but not limited to motion media, audio-based projects and art performances. With more than a thousand square feet size, the Sound stage also has the capacity to be employed as an exhibition space.

Access & Location

The Sound Stage facilities are located at the 1st floor of the ArtLab building at 180 Dafoe Road, Winnipeg. This area is divided in three connected spaces: The Sound Stage, the Control Room, and the Isolation Booth.

See Appendix A floor plan.

The regular hours for studio Access are 8:30 AM to 4:30 PM and additional time slots are available after 4:30 PM. users can book the facilities based on the time slots available.

Facilities

Sound Stage is a video production studio which can be used for Chromakey screen recording, audio and video installations and performances, in addition to art exhibitions.

Control Room is a post-production studio, equipped with professional grade and accurate audio and video tools which allow users to finalize their project with the highest quality.

Isolation Booth is an acoustic room specifically for Audio recording which has the capacity for a variety of audio projects such as music, podcast, and foley.

Policies & Procedures

All University of Manitoba policies, procedures, and safety practices are applicable to the Sound Stage facilities, and to the users of the space.

The Sound stage, Control room, and Isolation booth are available to all students, faculty and staff at School of Art.

Failure to comply with any practice or procedure may result in suspension of use privileges to the Sound Stage facilities.

Emergencies and Health & Safety

Should you discover or suspect a fire or a life-threatening situation, Call 911 from any cellphone immediately. Call #555 from a cellphone for University's Security Services.

Inform related technicians and/or instructors as soon as possible.

A First Aid Kit is located in seating area of the Sound Stage and is ready to use in case of need.

Booking & Access

SoA faculty and staff have 24/7 access to the Sound Stage facilities. For all graduate and undergraduate Students, the access would be granted by booking the space based on the available time slots and receiving the card and key.

An orientation and tutorial might be needed for first time users of some of the equipment.

Failure to return the key and card in time may result in delays for subsequent bookings and student production session.

A duplicated key and swipe card is available at Front Office, 3rd floor of Artlab.

In case the Key or Swipe Card is lost, the assigned user must report immediately to related Technician, or their Faculty Supervisor. The user will be responsible for the cost of key and card replacement and or re-keying of locks.

Maintenance

It is the responsibility of all users to maintain all studio spaces clean during pre-production, production and/or general use of the facilities and take care of all equipment. After every working session, all equipment and gears should be placed in their default spot and setting, to be ready to use by next user.

Please make sure to check all the items listed in the studios before starting your session and after finishing your project. users who booked the space and/or equipment are responsible for any missed or damaged items.

Users are responsible to remove any leftover of materials, paints, created sets upon completion of use.

Food and Drink are not allowed in the studio spaces. The seating area can be used for such purposes. Food waste and containers must be removed by all users to avoid pest infestation.

Use of Special & Physical Effects

Any use of special effects (e.g. fog machines, wind blowers, water, etc.) and/or physical effects (e.g. sharp objects, hazardous materials, replica weaponry, extreme heat, open flame of any size, etc.) must be informed and approved in advance by the appropriate faculty supervisor, related Instructor, and Technician.

Video Equipment, Ladders & Genie Lift

All video equipment is available for use to authorized users and for scheduled bookings. Priority of use is for students who are engaged in video courses, based on first come first serve basis. All users must read and sign the School of Art Equipment Loan Agreement upon picking up the items.

See Appendix B Equipment Loan Form

A valid Media Crib membership account is required for students who want to book and use the video equipment.

Any damage should be informed immediately to the related technician. Users should not try to fix hardware and software issues by themselves.

All equipment is labeled and inventoried with specific barcodes and numbers.

All users should log out from their account on the computer in Control room after finishing their session to allow the next user to log in to the system properly; Otherwise, it may cause issues in the operating system and software.

Before starting your work session in Control room, please consider:

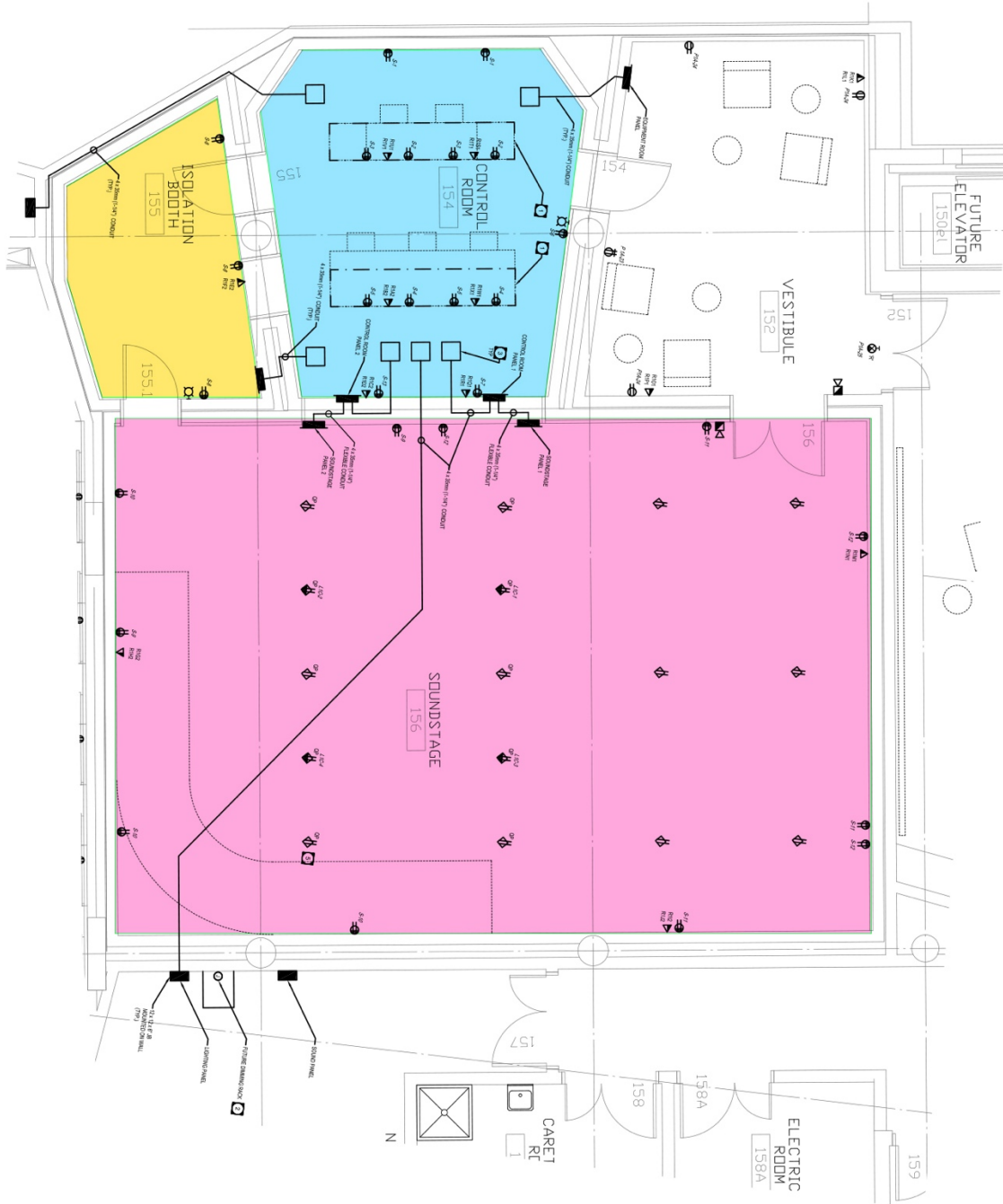
The power surge protector and Audio Interfaces should be turned ON **after powering** the computer and should be turned OFF **after shutting down** the computer.

Keep the chromakey backdrop and flooring vinyl neat and clean. Do not step on it with shoes that are used outside of studio space. Stains and spots will reduce the efficiency of the chromakey screen for making visual effects.

Genie Lift and Ladder is available and can be booked for projects that access to the grids on the ceiling is required. Using the Genie Lift is limited to staff who have the license for using it. Students are not allowed to drive or move the Genie lift even in short distances.

Appendix A

Sound Stage Control Room Isolation Booth



Appendix B



University of Manitoba | School of Art

School of Art Equipment Loan Agreement:

Record # 2024 - _____ Date _____ Time _____

RETURNED / RECEIVED	
Date Returned _____	
Lender's Initials _____	Borrower's Initials _____

Name: _____ Student Number: _____
 (hereinafter referred to as the "User") @myumanitoba.ca
 Daytime Phone: _____ Email: _____ @umanitoba.ca
 Pickup Date and Time: _____ Return Date and Time: _____

The User agrees to the following terms and conditions:

- The User shall immediately report all damages to Equipment or lost Equipment to the School of Art, University of Manitoba.
- The User is financially responsible for the repair or replacement of Equipment if damaged, lost, stolen or destroyed. The User shall pay to the University of Manitoba any and all amounts necessary to repair or replace Equipment immediately upon demand.
- The User shall return the Equipment within the time frame stipulated (date indicated above) and in the same condition received.
- The University of Manitoba shall not be liable for any injuries or property damage resulting from the use of the Equipment and the User agrees to indemnify and hold harmless the University of Manitoba for any loss, damage or injury incurred through the use of the Equipment.
- Failure of the User to comply with the terms of this Agreement will constitute a breach of the Agreement and may result in a hold placed on the User's University of Manitoba student account and/or result in disciplinary actions.
- The University of Manitoba reserves the right to recall the Equipment at any time during the loan period.

Equipment Description	Model No./Serial No. (If applicable)	Inspected OUT (Please initial)	Inspected IN (Please initial)	Partial Return (Check & Date)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

I have read, understand and agree to the terms and conditions of this Agreement.

Signature: _____ Date: _____

I have inspected the equipment and it is in good working condition: _____
 User's initials