York University
Motion Media Studio (MMS)
at Cinespace

Information Handbook

November, 2023
MMS Location Information

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

777 Kipling Avenue, Etobicoke, ON M8Z 5Z4

https://goo.gl/maps/c3ibvqTXRYfGCBnc6

Entry onto the Cinespace Lot & MMS requires Security Access
To be added to the security list please contact the MMS Program Coordinator at yumms@yorku.ca

MMS Main Office Location
The MMS Main Office is Suite 100.
TTC Directions

Kipling Station

44 Bus South

Exit @ Norseman Street

Cross Streets South & Eastbound, Walk South

Cinespace Gate 4 Entry
Faculty & Staff Parking

5 Reserved parking spots for Faculty & Staff

Gate 4 Entry

See Appendix F for Vehicle ID Card
Student & Unreserved Parking

Lot 4A

Entry to Lot 4A use **Gate 4**

Lot 4A is to the **Left** of the Security Booth

See **Appendix F** for **Vehicle ID Card**
Weekday Entry: York U Motion Media Studio (MMS) at Cinespace: 6am - 10pm

**Cinespace Front Door**

Do not go past second set of doors

Turn Right, Head down corridor

Follow signage to MMS entry door

**Back/Loading Door**

Enter door next to **Loading Dock 14** (door is unlocked from 8am-6pm)

MMS door is directly in front of you
After Hours & Weekend Entry: Lot & Cinespace: 10pm - 6am & Full Days on Weekends

**Gate 5** Entry off of Noresman Street

After security, **Turn Right**

Go straight until you pass through the building overpass and see the Gate 4 Security booth

**Turn right**, then **Turn Left**

**Park in Lot 4A** – Unreserved Parking

OR

**Turn Left**, and continue to YU Reserved Faculty & Staff Parking *See P.4*
COVID-19 Protocols

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

- Masking is no longer being enforced at York University or Cinespace Studios Toronto, it is an individual’s choice to be masked.
- It is recommended to keep your vaccination status up to date. This includes getting COVID-19 boosters, as well as the flu vaccine, when available.
- If you are feeling unwell, don’t come to campus/MMS. Rapid tests continue to be available at the Keele and Glendon campuses. Use the YU Screen self-assessment for recommendations on next steps and to connect with someone for guidance, even if you are unsure about your symptoms.

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 and satellite locations.

For more information on York Universities COVID-19 measures please reference the York U Better Together site. [https://www.yorku.ca/bettertogether/](https://www.yorku.ca/bettertogether/)
Emergencies, 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, Etobicoke, ON M8Z 5Z4 and to Enter at Gate 4.

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. Submit to: riskmgmt@yorku.ca
Found: https://www.yorku.ca/riskmanagement/forms/

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 procedure, 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 of any MMS space use, 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. They must also complete a Strike Check List [https://yorkmotionmediastudio.ca/mms-information-handbook/](https://yorkmotionmediastudio.ca/mms-information-handbook/).

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 have access to both Stage 1 and Stage 2 for equipment, supplies, 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

Our MO is **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 bags** can be found in **STAGE 2** near the **WET SINK**. The **Garbage Room (Cinespace Door 9)** is **open 8am-5pm** for disposal purposes. If found locked, call Cinespace Security at 416-406-4155 to have it opened, tell them it is for York U disposal.

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 the booking/use term. Waste bins can be rented via Cinespace.
Use Alerts

Both STAGE 1 and STAGE 2 are equipped with LED light control strips above all entry doors and bell/light alert systems. There are 2 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 the other supplies by the WET SINK in STAGE 2.

NO ADDITIONAL WEIGHT/GEAR can be added to the Green Screen Lighting Rig.

Users will be responsible for damage(s) to any part of the Green Screen incurred during their booking/use term.

HVAC & Electrical Breaker Panels

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

The system can be turned off by going to the Heating/ Cooling panel tab and selecting OFF for any filming needs requiring silence.

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

This area of STAGE 1 HVAC, Electrical & Communications is demarked as a non-work area due to the location of electrical panels and IT panels.
Use of Special Effects & 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 yumms@yorku.ca and/or 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 yumms@yorku.ca and/or 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, Cinespace Security Services, and in some instances Toronto Police Services.

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

Request of ALL special effects 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 uses and or/supply purchase and/or facility alterations, including the use of ANY floor tape, must be approved before use, by MMS Program Coordinator yumms@yorku.ca.

Checklists

For ALL booking/space uses, users must complete an initial space walkthrough with the Program Coordinator or Technology Coordinator at the start of their booking period.

Upon completion users must submit the MMS Strick Check List. https://yorkumotionmediastudio.ca/mms-information-handbook/

See Appendix D for more information on the Strike Check List.
Film/Lighting Equipment, Ladders & peripherals

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

This equipment may **NOT be taken off-site** with the exception of service/repair needs as arranged by the MMS Program Coordinator or MMS Technology Coordinator.

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

**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 (yumms@yorku.ca) 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, users can alert MMS Program Coordinator (yumms@yorku.ca) who will alert Cinespace Security to advise someone is working alone.

Wifi Access

**Faculty & Staff**

Network: **York Air Plus**

Use your **Student** or **Employee login**

**External & Guests**

Network: **YSTAGE**

Password: **stagey16**
Documentation of MMS Use for Promotional & 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.

If booking, 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, publicising, or explaining MMS and its activities as well as 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, any booked users must recognize the assistance they have received by including the provided York U Motion Media Studio Logo in their credits, promotional materials, and/or on the final content.

Users of the York U Motion Media Studio (YUMMS) will provide a credit acknowledgement on all finished productions, produced in or with the support of The Motion Media Facility, and will include the MBSE logo alongside MMS logo on finished works and in promotional materials.

Follow us on our Socials!
Facebook: York U Motion Media Studio
Instagram: @yorkmotion
Twitter: @YorkMotion

#YUMMS
Good to Know

**Recommend Items for Users to bring**
Water Bottle
Food/Snacks
Personal need items
Layers for warmth

**Offerings near MMS**

**Oven Fresh Baking Company**
Location: 853 Kipling Ave, Etobicoke, ON M8Z 5G9
5-minute walk or 2-minute drive from MMS
Cash, Debit and Credit.

**Rancho Relaxo**
Location: 735 Kipling Ave, Etobicoke, ON M8Z 5G6
6-minute walk or 2-minute drive from MMS
Cash, Debit 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.

**La Tortilleria**
Location: 817 Kipling Ave, Etobicoke, ON M8Z 5G8
6-minute walk or 2-minute drive from MMS
Cash, Debit and Credit.
Appendix A

MMS Key Contacts

**General Inquiries**
yumms@yorku.ca

**Ingrid Veninger**
Director, MMS
ingridv@yorku.ca

**Terry Wright**
Manager, Facilities, Health & Safety, and Technical Services
AMPD, York University
Wright1@yorku.ca

**Cinespace Security**
416-406-4155
Appendix B

Cinespace Lot Map
Appendix C

MMS Stages & Studios Floorplan
Appendix D

Strike Check List

Please complete the Strike Check List at the end of your booking period before you leave the premises.

The results will be reviewed by the York U MMS Program Coordinator. If necessary, the "person of responsibility" via original Booking Request Form will be contacted.

Any questions, please contact the Program Coordinator, Bethany Minor at yumms@yorku.ca or 514-668-5214.

All Keys and Access Cards should be returned to either the Program Coordinator or the Lockbox, before leaving the premises at the completion of your booking.

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

Let’s work together to keep the YUMMS clear, clean and safe. Leave no trace.

The Strike Check List can be found on our Website under the Resources Tab – Information handbook:
https://yorkumotionmediastudio.ca/mms-information-handbook/
Or directly via https://forms.office.com/Pages/ResponsePage.aspx?id=GBNTNBFW1E-H8KQ4FsSb0Gqq8ZQ-CdBHu680CegBYixUM2KTIILTeo3S3NDDjZFUJNjRjVVVIVRyQlQCN0PWcu
# First Aid Check List

Updated August 2023

<table>
<thead>
<tr>
<th>ITEM</th>
<th># in Stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Mini Booklet</td>
<td>1</td>
</tr>
<tr>
<td>Adhesive Bandage Pack</td>
<td>1</td>
</tr>
<tr>
<td>Adhesive Bandage Knuckles &amp; Finger Assorted Pack (20)</td>
<td>1</td>
</tr>
<tr>
<td>Gauze Bandage 1” Pack</td>
<td>3</td>
</tr>
<tr>
<td>Gauze Bandage 2” Pack</td>
<td>1</td>
</tr>
<tr>
<td>Gauze Bandage 4” Pack</td>
<td>4</td>
</tr>
<tr>
<td>Gauze Pad 3” x 3”</td>
<td>48</td>
</tr>
<tr>
<td>Conform Gauze Bandage 3”</td>
<td>1</td>
</tr>
<tr>
<td>Bandage Compress 4” Pack</td>
<td>5</td>
</tr>
<tr>
<td>Assorted Safety Pin Pack</td>
<td>2</td>
</tr>
<tr>
<td>Triangular Bandage</td>
<td>6</td>
</tr>
<tr>
<td>Assorted Splint Set</td>
<td>1</td>
</tr>
<tr>
<td>Splint Pads</td>
<td>2</td>
</tr>
<tr>
<td>Plastic Basin</td>
<td>1</td>
</tr>
<tr>
<td>Paper Tape 1.5”</td>
<td>1</td>
</tr>
<tr>
<td>Dressing Tape 3”</td>
<td>1</td>
</tr>
<tr>
<td>Alcohol Swab/Wipes</td>
<td>20</td>
</tr>
<tr>
<td>Nitrile Latex Free Gloves</td>
<td>1 Pair</td>
</tr>
<tr>
<td>CPR Shield (Disposable)</td>
<td>1</td>
</tr>
<tr>
<td>Instrument Kit (Scissors, Tweezers, Safety Pins)</td>
<td>1</td>
</tr>
<tr>
<td>PIO Splint</td>
<td>1</td>
</tr>
<tr>
<td>Wrap around Ice Pack <em>In MMS Office Freezer</em> Contact program Coordinator: <a href="mailto:yumms@yorku.ca">yumms@yorku.ca</a></td>
<td>1</td>
</tr>
</tbody>
</table>