RIT College of Art and Design

Equipment Checkout in CAD

CAD Tech Student Managers - 2026-07-16 - Services

The College of Art and Design offers a variety of equipment for students to check out. The equipment can be found in a series of Equipment cages located throughout the College of Art and Design. Click on the links below to learn more about the CAD cages.

CAGE LOCATIONS

SoFA Cage (A-Level) - 7B-A040
Monday – Friday: 8am - 6pm
All SOFA facilities - closed Saturday and Sunday

CADTech Helpdesk (1st Floor)- 7B-1263
SOD Satellite Cage
Monday - Thursday: 8am - 10pm
Friday: 8am - 6pm
Saturday: 9am - 3pm

SPAS Photo Cage (3rd floor) - 7B-3110
Monday - Friday: 8am - 6pm
All SPAS facilities - closed Saturday and Sunday

CAD EQUIPMENT PORTAL

Users (Students, Faculty, and staff) can look up what equipment they are authorized to checkout via the Equipment Portal at https://cage.cad.rit.edu/. When they log in, they will be redirected to either the SOFA, SPAS, CAD portal, depending on their major. Different cages can be views by using the “Current Cage” selection at the top of the page near the Cage Hours.

HOW DO I GET ACCESS?

All users of any of the cages (Students, Faculty, and Staff) must complete the **Equipment Loan Agreement.** The form can be downloaded from the SPAS Portal here, or the SOFA Portal here:

• **SOFA Students/Faculty** should return their completed form to: SOFACAGE@rit.edu

• **ALL OTHER CAD users** should fill out the SPAS form and submit it in person to the Third Floor Cage (7B-3110)

Safety Training is required for some locations/equipment. You can find a link to safety training on this page.

WHAT EQUIPMENT CAN I CHECK OUT?

Please note, not all equipment is available to every single person. While some of the equipment in the cages may be universally accessible, there is a fair share of equipment that is restricted based on major, year level, and even on a class-by-class basis. Users can look up what equipment they are authorized to checkout via the Equipment Portal for each subsequent cage.

Navigate to **Equipment > View All Equipment** to get a full list of your authorized equipment.

LOCKER CHECKOUT

Lockers are located throughout the college and available at no cost to all CAD students. They are available on a first-come, first-served basis each Fall, and students are limited to **one (1)** lockers total. Locker checkout must be renewed each year through the Locker Portal (users will receive an email reminder), certain areas are not renewable.

Check out a locker online here

MAGIC SPELL STUDIOS EQUIPMENT RESERVATION RESOURCES

MAGIC Spell Studios and the facilities and equipment in the MAGIC Center are a great resource for every student in the School of Film and Animation. Almost all of you will have classes in MAGIC; from sound design, to color correction, animation, and production. MAGIC is also actively engaged in attracting commercial productions to campus to provide everyone in SOFA the opportunity to contribute to professional work and get real-world experience. Because of this mixed mission of academics and commercial activity, your interaction with MAGIC for your own projects will be just a bit different from the SOFA facilities. This orientation guide is meant to help you better understand where working in MAGIC is exactly the same as working in any other SOFA area and where it is dissimilar. But please know that the MAGIC facilities and equipment are available for your films. Student production is THE priority in MAGIC.

MAGIC now uses the CAD Checkout Portal for their equipment. Tickets must be submitted for reservation at this time.