



Rental Regulations for Students At Universal Studios Prop House

Minimum Rental – One Week Hold tags up to 5 days in advance, maximum

Any returns without proper padding will have an automatic

\$100 charge in addition to any other damages.

1. Students must provide a copy of their **current student ID** and a **letter from their school** stating that the student is currently enrolled and naming the title of the project. **The letter and the ID must be in our office** before the student can set up their account and start to pull their order.
2. **Student hours are 6am to 4:00pm**, Monday through Friday. Students must complete the check out process, in the office, by 3:30pm. **ALL TRUCKS FOR RENTALS AND RETURNS WILL NOT BE ALLOWED IN AFTER 3:30PM. ANY STUDENTS WHO ARRIVE AFTER SPECIFIED HOURS WILL BE CHARGED AN ADDITIONAL \$100. No students are allowed in the warehouse after 4:00pm.**
3. Due to limited parking please make an effort to carpool.
4. Students must handle **payment at the time of rental AND leave a deposit** in the amount of either the **replacement value** of the orders or the **deductible** of the property coverage. We accept **cash or credit card** for payment and deposit. **No checks will be accepted.**
5. Students must provide a **certificate of insurance** (liability coverage and property coverage) from their film school production office **EXCEPT** students from: **AFI** (deductible \$2,000.00), **Los Angeles Film School** (deductible \$3,500.00), and **NY Film Academy** (full replacement value).
6. **Students must contact Marla Ryan at 818-777-5891 to close out their accounts.** If you plan to keep items longer than one week, please call the office to extend rental. **Students whose names are listed on the school letter are responsible to close their rental account, no exceptions.** If accounts are **left unattended for 2 weeks** after the expected return date of the last order, all outstanding charges, including the full replacement value of all missing items, will be billed. There will be **NO REFUNDS and NO EXCEPTIONS!**
7. Students **must have proper vehicles to transport rental items and must use furniture pads and rope** to properly secure and protect all rentals. If you do not have your own furniture pads or rope, they can be rented and bought through the main office. **This is a self-service prop house: there is no courtesy help from the warehouse staff.**
8. Students must make sure **any prior damages are noted on their paperwork** by warehouse personnel. Once the items leave the loading dock, **students are responsible for all losses and damages. Students are prohibited to repaint or alter any props.**
9. **Students are not allowed to rent HIGH END or APPRAISAL PIECES.** Student discount for property is 50% & Drapery is 20% off the regular weekly rental price (**excluding**, Drapery Labor and Sales, all Hardware, Special Effects, Staff and Sign Shop). **Minimum rental for each department (Property and Drapery) is \$40.00.**
10. **ANY STUDENTS FOUND OUTSIDE THE PROPERTY DEPARTMENT GROUNDS WILL BE BANNED FROM THE UNIVERSAL BACKLOT. NO EXCEPTIONS.**

I understand and accept the above rules and regulations.

Contact Number _____ **Email address** _____

Signature _____

100 Universal City Plaza, Edith Head Building 8166/1st floor, Universal City, CA 91608

Office: 818-777-2784 | Fax: 818-866-1543 website <http://props.universalstudios.com>

Email address universal.property@nbcuni.com

NBCUniversal

STUDIO OPERATIONS

CREDIT CARD AUTHORIZATION FORM

Deposit

Rental

Purchase

Project Name: _____

Company: _____

Authorized users /
Item Pick Up: _____

I authorize Universal City Studio, LLC and the marked departments to charge my credit card for the total payment, deposit, any outstanding rentals, extended rentals, labor, sales, losses, and/or damage charges for the project specified above. Charge amounts are listed on a separate invoice. I agree to pay in accordance with the card issuer agreement.

Costume Department

Set Lighting, Grip, & Mac Tech

Editorial Facilities

Stages & Backlot

Production Office Services

StudioPost

Property / Drapery

Transportation

Graphic Sign

Other: _____

A copy of this form must be submitted to each department marked above by the Card Holder or Authorized users.

CREDIT CARD INFORMATION:

Name:
(as appears on card) _____

Type of Card:

<input type="checkbox"/> Master Card	<input type="checkbox"/> Discover
<input type="checkbox"/> American Express	<input type="checkbox"/> Visa

Card Number: _____

Expiration Date:
(MM/YY) _____

Security Code: _____

Billing Address: _____

Billing Zip Code: _____

Card Holder's Signature

Date

Card Holder's Email Address

Card Holder's Telephone Number

NO ALTERATIONS TO THIS CONTRACT WILL BE HONORED

This information will not be made available to the public. It is the responsibility of the individual/Company to notify the billing office when a credit card is canceled or revoked.