



Rental Regulations for Students At Universal Studios Prop House

Minimum Rental – One Week.

Hold tags up to 5 days in advance, maximum.

Items with hold tags are not available for rental on student projects, regardless of dates.

NO EXCEPTIONS TO THE RULES!

Minimum rental is \$40 per department

- **Any returns without proper padding will have an automatic \$100 charge in addition to any other damages.**
- 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.
- **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 RETURN AFTER SPECIFIED HOURS WILL BE CHARGED AN ADDITIONAL \$100. No students are allowed in the warehouse after 4:00pm. Option to rent after hours results in forfeit of student discount.**
- Students must handle **payment at the time of rental AND leave a valid credit card on file for the deposit** in the event of any losses or damages. **We accept cash or credit card for payment. No checks will be accepted.**
- Students must provide a **certificate of insurance** (liability coverage and property coverage) from their film school production office EXCEPT students from: **LAFS** (deductible \$3,500.00), and **NYFA** (full replacement value).
- **Students must contact [Marla Ryan at 818-777-5891](mailto:Marla.Ryan@universalstudios.com) 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!
- 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. Due to limited parking please make an effort to carpool.**
- Students must make sure **any prior damages are noted on their paperwork** by warehouse personnel and photographed. Once the items leave the loading dock, students are responsible for all losses and damages. Students are prohibited to repaint or alter any props.
- **Students are not allowed to rent HIGH END, APPRAISAL PIECES or NEON SIGNS.** Student discount for property is 40% & Drapery is 15% off the regular weekly rental price (excluding, Drapery Labor and Sales, all Hardware, Special Effects, Staff and Sign Shop, box purchases and furniture pad rental). Minimum rental for each department (Property and Drapery) is \$40.00.
- **ANY STUDENTS FOUND OUTSIDE THE PROPERTY DEPARTMENT GROUNDS WILL BE BANNED FROM THE UNIVERSAL BACKLOT. NO EXCEPTIONS**

By my signature, I acknowledge that I have read, understand, and agree to the listed 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

To ensure the security of your credit card, Universal is now using our web-based payment portal which allows you to authorize Universal to use your credit card for all **Rentals, Sales and Deposits**.

On this portal you will

- Click on and choose the correct department you will be working with
- Set up your project
- Add authorize users/ People picking up items
- Receive a customer ID number (We will need this number to set up your project)

PLEASE SAVE YOUR CUSTOMER ID NUMBER IN ORDER TO ACCESS YOUR INFORMATION IN THE FUTURE.

Link to NBCU Payment Portal

<https://nbcupayments.nbcuni.com/>