



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

- **Covid Procedures-** all security passes require full name, phone number and email, for each person. Everyone is required to properly wear masks while inside and outside of the prop house.
- In order to set up account, student must provide the following: **current student ID, signed regulations, Customer ID number** from payment portal, **certificate of insurance** from school and **certification letter from the school** stating that the student is currently enrolled and naming the title of the project. Accounts must be set up before placing any items on hold. Students must complete check-out and payment in the office at the time of rental. **No checks will be accepted.** Please allow plenty of time to do your shopping and pickup.
- We reserve the right to refuse service or discount to anyone who is not following proper procedures or is discourteous to our staff.
- **Students are not allowed to rent HANDGUNS, RIFLES, HIGH END, APPRAISAL PIECES or NEON SIGNS.** Student discount for property is 25% & 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.
- **Student hours are 7am to 3:00pm, Monday through Thursday. Students must complete the check-out process, in the office, prior to 3:00 to receive discount. ANY STUDENTS WHO RETURN AFTER SPECIFIED HOURS WILL BE CHARGED AN ADDITIONAL \$100. Students are not allowed in the warehouse after 3:00pm. Option to rent after hours results in forfeit of student discount.**
- **To close accounts, students must contact the office or Marla Ramirez at 818-777-5891.** 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 from painting or alter any props.
- **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>

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2/28/2022