



Universal Costume Department Student Rental Regulations

Welcome to the Universal Studios Costume Department! Below are the guidelines for renting items under our student rental program. Please read carefully and ensure compliance to maintain eligibility.

Rental Requirements

- **Minimum Rental Period:** One week.
- **Hold Tags:** Items can be placed on hold up to 5 days in advance.
Items with hold tags are NOT available for student rentals under any circumstances.
- **Minimum Rental Fee:** \$40.00

Account Setup Requirements

To set up an account, students must provide:

- A current student ID.
- A signed copy of these regulations.
- A signed copy of the Rental Agreement.
- Customer ID number created through the [NBCU PAYMENT PORTAL](#).
- Certificate of Insurance from the university.
- A certification letter from the school stating the student is currently enrolled and naming the project title.

Accounts must be set up before placing items on hold. Students must complete check-out and payment in the office at the time of rental. We do not accept checks. Please allow adequate time for shopping and pickup.

Student Discounts & Restrictions

- **Discount Rates:**
 - Main Warehouse Rentals: 25% off the regular weekly rental price.
 - *Please note that discounts do not apply to labor and expendable sales/rentals.*
- **Rental Restrictions:**
 - Students are **not allowed** to rent from the following categories:
 - Gold Room (Men's & Women's)
 - Annex & Specialty Costumes
 - Please note, approval periods are not available for student rentals.

Additionally, the alteration of costumes is strictly prohibited. Students are NOT allowed to dye, distress, alter, costumes, shoes, or accessories – This includes damage caused by use in scenes involving blood or special effects makeup. Violating this rule will result in a permanent ban for both the student and their university or organization from accessing Universal Costume Department services.

Student Hours

- **Rental Hours:** Monday to Thursday, 7:00 AM – 3:00 PM. No Friday rentals or returns will be allowed. *Students must complete check-out in the office before 3:00 PM to receive the discount.*
- **Late Returns:**
 - Students are not permitted to shop in the warehouse after 3:00 PM.
 - Opting to rent outside these hours forfeits the student discount.

Account Closure & Extensions

- **Closing An Account:** Please contact costume.billing@nbcuni.com.
- **Rental Extensions:** To extend your rental period, please contact costume.billing@nbcuni.com.
- **Unattended Accounts and Holds:** If accounts remain open for more than 2 weeks after the expected return date, all outstanding charges, including the full replacement value of missing items, will be billed.

Transport & Care of Rentals

- **Condition of Items:**
 - Students must ensure all prior damages are noted on their paperwork and photographed by warehouse personnel.
 - Once items leave the loading dock, students are responsible for all losses and damages.
- **Dry Cleaning:** All clothing rentals must be dry-cleaned before being returned.

Parking & Drive-On Passes

- Parking is limited. Please carpool whenever possible.
- When visiting the Costume Department, your drive-on pass limits access to the 4th Floor of Building 8166 (Edith Head). Students found outside the Costume Department grounds will be **banned from the Universal Studios backlot.**

NOTE: This is a self-service rental house. Staff are not available to assist with pulling/reserving costumes.

Acknowledgment

By signing below, I confirm that I have read, understood, and agree to comply with the listed regulations.

SIGNATURE	DATE
NAME (PRINTED)	UNIVERSITY NAME