



## Universal Prop House & Drapery Student Rental Regulations

Welcome to the Universal Studios Prop House! 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 per department.

### 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:**
  - Property Rentals: 25% off the regular weekly rental price.
  - Drapery Rentals: 15% off the regular weekly rental price.
  - *Discounts do not apply to labor or sales for Property, Drapery, Sign Shop, Staff Shop, or 3D Printing.*
- **Rental Restrictions:**

Students are **not allowed** to rent items in the following categories:

  - Handguns and rifles
  - Neon signs
  - High-end appraisal pieces

**Additionally, the alteration of rentals is strictly prohibited. Students are NOT allowed to dye, distress, or alter furniture, handprops, fixtures, or drapery rental pieces. Violating this rule will result in a permanent ban for both the student and their university or organization from accessing Universal Prop House & Drapery 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:**
  - Items returned after 3:00 PM will incur a \$100 additional fee.
  - Students are not permitted to shop in the warehouse or annex after 3:00 PM.
  - Opting to rent outside these hours forfeits the student discount.

**Estimates & Shopping Carts**

- Estimates can be created using a "Shopping Cart", which must be set up in person. Please visit the rental counter for assistance, where you will receive instructions and access to a USB batch scanner to collect barcodes for your desired items and generate an estimate.
- A Shopping Cart does not constitute a confirmed reservation of items. It is solely a budgeting tool.
- Please note, this is a self-service rental house. Staff are not available to assist with pulling/reserving items.

**Account Closure & Extensions**

- **Closing An Account:** Please contact [universalprophouse@nbcuni.com](mailto:universalprophouse@nbcuni.com).
- **Rental Extensions:** To extend your rental period, please contact [universalprophouse@nbcuni.com](mailto:universalprophouse@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**

- **Transportation Requirements:**
  - Students must provide proper vehicles to transport 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.

**Parking & Drive-On Passes**

- Parking is limited. Please carpool whenever possible.
- When visiting the Property and Drapery Departments, your drive-on pass limits access to the 1<sup>st</sup> – 3<sup>rd</sup> Floors of Building 8166 (Edith Head). Students found outside the Property & Drapery Department grounds will be **banned from the Universal Studios backlot.**

**Acknowledgment**

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

<b>SIGNATURE</b>	<b>DATE</b>
<b>NAME (PRINTED)</b>	<b>UNIVERSITY NAME</b>