



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>

Email address universal.property@nbcuni.com

2/28/2022



INSURANCE REQUIREMENTS

All property rentals require insurance certificate, no exceptions.

- **General Liability Coverage:** Minimum 1 million coverage, Universal stated as the loss payee and additionally insured.
- **Property Coverage:** Limit minimum to cover replacement value of rentals and must include **waiver of subrogation on Property Coverage, Equipment Rentals or Production Packages.**

Certificate Holder:

**Universal City Studios LLC, its parents, subsidiaries, and affiliates
100 Universal City Plaza
Property Dept, Bldg. 8166
Universal City, Ca 91608**

DEPOSITS

- **DEPOSIT: CASH, CREDIT CARD, and CASHIERS CHECK ACCEPTED.**
Replacement value of the rental **or** \$2,500.00 unless, insurance deductible is greater.
Deposit will be fully refundable and mailed once someone calls or comes in to close show.

Please note: there is a daily rental \$40 minimum for Property and Drapery department orders.

Email: universal.property@nbcuni.com

Website: props.universalstudios.com

Payment portal: nbcupayments.nbcuni.com

Main office: (818)777-2784 fax: (818) 866-1543

NBCUniversal

STUDIO OPERATIONS

Credit Card Authorization Payment Portal Instructions

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

On the payment portal page, you will:

- Click on the dropdown and choose the correct department **Property/Drapery** or **Sign Shop/Staff Shop** (it's imperative that you choose the right option.)
- Enter your project and card information.
- Add authorized users or anyone who may be picking item up.
- Once you receive your customer ID number, please forward it to us so that we can set up the rental account.

PLEASE SAVE YOUR CUSTOMER ID NUMBER TO ACCESS OR EDIT YOUR ACCOUNT.

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