



Rental Rules & Regulations for Students at PINACOTECA PICTURE PROPS

Minimum Rental – One Week, Maximum Prior Hold - 5 Days

1. 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.
2. Student hours are **8am to 4:30pm**, Monday through Friday. All trucks for rentals and returns will not be allowed in after 4:30pm. Any students who arrive after specified hours will be charged an additional \$100 per hour.
3. Due to limited parking please make an effort to carpool.
4. Students must handle payment at the time of **rental** AND leave a **deposit** in the amount of either the replacement value of the orders or the deductible of the property coverage. We accept cash or credit card for payment and deposit. **No checks will be accepted.**
5. Students must provide a **certificate of insurance** (liability coverage and property coverage) from their film school production office according to the terms of the Pinacoteca Rental Agreement.
6. Students must contact Pinacoteca Picture Props to close out their accounts. If you plan to keep items longer than one week, please call or email 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.
7. Students must have proper vehicles to transport rental items and must use furniture pads and strapping to properly secure and protect all rentals. This is a self-service prop house: there is no courtesy help from the warehouse staff. **Any returns without proper padding will have an automatic \$100 charge in addition to any other damages.**
8. Students must make sure any prior damages are noted on their paperwork by warehouse personnel. Once the items leave the loading dock, students are responsible for all losses and damages. **Students are prohibited to repaint or alter any props.**
9. Students are not allowed to rent HIGH END PIECES as determined by your sales agent. **Student discount for prop rentals is 40% off the regular weekly rental price.**

I understand and accept the above rules and regulations.

Contact Number _____ Email address _____

Name _____ Signature _____ Date _____

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Email address sales@pinaprops.com

NO ALTERATIONS TO THIS CONTRACT WILL BE HONORED

This information will not be made available to the public. It is the responsibility of the individual/Company to notify the billing office when a credit card is canceled or revoked.