



Rental Rules & Regulations for Students at PINACOTECA PICTURE PROPS

Below are the guidelines for renting items under our student rental program and to qualify for the student discount. 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:

- Applicant's current student ID and photocopy of drivers license front and back.
- A signed copy of these regulations.
- A signed copy of the Rental Agreement.
- Certificate of Insurance **from the university.** (liability coverage and property coverage)
- Credit Card Authorization (C.C.A request will be sent after completion of Student Account Application).
- A certification letter from the school stating the Applicant is currently enrolled and naming the project title. (must include contact information for verification purposes)

Accounts must be set up before pick-up. Students must complete payment at the time of rental. We do not accept checks. Please allow adequate time for shopping and pickup.

Student Discounts & Restrictions

- **Discount Rates:**
 - Prop Rentals: 35% off the regular weekly rental price.
 - *Discounts do not apply to loss and damage, custom framing or custom printing.*
- **Rental Restrictions:**
Students are not allowed to rent HIGH END PIECES (as determined by your sales agent).

Additionally, the alteration of rentals is strictly prohibited. Students are NOT allowed to dye, distress, alter or otherwise modify props. Students should return props free from any modification or damage and in the same condition and appearance as when rented.

Student Hours

- **Rental Hours:** Monday to Friday, 8:00 AM – 4:30 PM
- **Late Returns:** Orders returned after 4:30 PM will incur a \$100 additional fee.
- **Late Pick-ups:** Orders picked-up after 4:30 PM will incur a \$100 additional fee.

Availability Checks & Estimates

- Please note, staff are not always available to assist with pulling/reserving items shopped on our website. In order to qualify for the student discount we may ask you to shop your order in person.

Account Closure & Extensions

- **Closing An Account:** Please contact newaccounts@pinapro.com.
- **Rental Extensions:** To extend your rental period, please contact sales@pinapro.com.
- **Unattended Accounts and Orders:** If order remains open for more than 1 week 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 have proper vehicles to transport rental items. Students 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.
- **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

- Parking is limited. Please carpool whenever possible.

Acknowledgment

By signing below, I confirm that I have read, understood, and agree to comply with all listed regulations. I also certify that I am currently an active student enrolled in an accredited educational institution, and that the project for which I am renting is an official, university-approved student project.

SIGNATURE	DATE
NAME (PRINTED)	UNIVERSITY NAME

NO ALTERATIONS TO THIS CONTRACT WILL BE HONORED