



Biola University Production Center Third-Party Rental Insurance Form

The primary use of the Production Center and its equipment is to enhance the educational experience for the Cinema and Media Arts and Journalism and Integrated Media students of Biola University. While not a public-use facility, the Production Center will occasionally make its equipment and facilities available for rental use by a third party. The rental locations, times, and days are subject to approval by the Production Center Manager. Rental approvals depend upon the level of student use and availability of facilities for the time period requested and are subject to change.

REQUESTED STUDIO SPACE:

- Studio A
- Studio B
- Control Room
- Audio 1
- Audio 2
- Edit Bay
- Other: _____

REQUESTED EQUIPMENT:

- _____
- _____
- _____
- _____
- _____
- _____

CONTACT INFORMATION:

Name (Please Print)

Address

Address of Project Location

Phone

E-mail

INSURANCE INFORMATION:

Insurance Carrier

Policy Number

NOTE: The renter must provide a copy of the proof-of-insurance certificate naming Biola University as both the "Loss Payee" and "Additional Insured-Lessor" of Leased Equipment. All equipment rented from Biola University must be insured for full replacement value.