

**CAL ARTS PROPERTY AND GENERAL LIABILITY INSURANCE
FOR FILM/VIDEO EQUIPMENT RENTED FROM AN EQUIPMENT RENTAL AGENCY
OR LOCATION SITE FILMING**

The Institute has two types of insurance coverage (rental property and general liability) available to students renting film/video equipment and/or filming on location while shooting an approved CalArts project.

A. Property Insurance for rental of film/video equipment

1. Equipment Rental Insurance is available up to a replacement value of \$1,000,000 per occurrence (damage or loss to equipment). There is a \$2,500 deductible.
 2. Prop, Set and Wardrobe Rental Insurance is available up to a replacement value of \$250,000 per occurrence (damage or loss to prop, set or wardrobe). There is a \$2,500 deductible.
 3. Third Party Property Insurance (loss, damage to, or destruction of property of others) is available up to a replacement value of \$1,000,000 per occurrence. There is a \$2,500 deductible.
 4. The deductible is the amount that the student is responsible for (the insurance does not kick in until after the deductible is paid by student).
 5. The student is also responsible for any amount over the individual limits stated above (if a property is destroyed and valued at 1.1 million, student would be responsible for first \$2,500 and \$100,000).
 6. To summarize: the student is responsible for any damage up to the deductible per occurrence and the replacement amount in excess of the above stated limits.
 7. Often, the rental company will request that they are to be named as a "Loss Payee" on the certificate. This coverage is referred to as "Loss Payee" coverage by the vendor.
- Details of your rental are given to our insurance broker who then issues the "Insurance Certificate" directly to the rental agency and a copy is sent to the Facilities Office and the student.

B. General Liability Insurance for film/video equipment rental and/or location shooting

1. General Liability Insurance is available in the amount of \$1,000,000 and be also may be required by some companies, when renting film/video equipment.
2. This type of insurance is also frequently requested by the owner of a location site (i.e. a private residence, commercial establishment, etc.)
3. The owner /rental agency will request General Liability Insurance naming them as additionally insured.
4. This represents additional liability exposure over and above that referenced above and, in effect, directs that in the event of a claim CalArts (and the student), not the site or rental agency, will be held responsible for the property or injury.
5. If the property owner or the rental agency asks to be named as additionally insured extra paperwork is involved and it is important that all details (rental dates, etc.) are firm before beginning this process.

Details of your rental/filming request are given to our insurance broker who then issues the "Insurance Certificate" directly to the rental agency or property owner and a copy is sent to the Facilities Office and the student.

C. How to acquire this coverage

1. Fill out the insurance coverage request form attached and also available from the School of Film/Video office (See Patti Palmer), FVTECH SUPPORT online, from Head of Production Services (Justin Hogan) or from the Facilities office.
 1. Name, address, phone number, e-mail & fax number. Complete address, phone number, e-mail address and fax number.
 2. Replacement dollar amount. The replacement dollar amount of the equipment you are renting is a figure given to you by the rental agency and this amount must appear on the insurance certificate. A general description of the items (camera, lenses, grip equipment, etc.) is all that is required. Keep in mind that the total replacement value you are allowed at any one time is \$1,000,000.
 3. Time period of equipment rental/location site. Give the actual dates of the beginning and end of your rental period. If the rental agency is closed on Sundays and you are returning the item on Monday, show that date. If there is a change in dates the entire process must be done again.

Once you have completed this form, send to Justin Hogan Head of Production Services (justinhogan@calarts.edu, Text: 310.994.1547, Office: E204c).

NOTE: POST FILM/VIDEO GRADUATE STATUS GRANTED ON AN MFA III THESIS ALLOWS RENTAL INSURANCE *ONLY* FOR THE SEMESTER IMMEDIATELY FOLLOWING THE NORMAL GRADUATION DATE.

CALARTS / INSURANCE COVERAGE REQUEST FORM

Rental of film/video equipment from an outside agency or location filming for approved academic projects

Student/Project Information
Student's Name: _____
Student's Phone Number: _____ Campus Box #: _____ Email: _____
Title of Student Film: _____
Location of Shoot: _____
Project Supervisor: _____

Type of insurance requested
<input type="checkbox"/> Film/Video Equipment Rental (loss payee) (\$2,500 deductible, per occurrence) Available up to a replacement value up to an aggregate limit of \$1,000,000 for film/video equipment.
<input type="checkbox"/> Props, Sets and Wardrobe Rental (loss payee) (\$2,500 deductible, per occurrence) Available up to a replacement value up to an aggregate limit of \$250,000
<input type="checkbox"/> Third Party Property Damage (loss payee) (\$2,500 deductible, per occurrence) Available up to a replacement value up to an aggregate limit of \$1,000,000
<input type="checkbox"/> General Liability: Additionally insured with an occurrence limit of \$1,000,000. (naming the rental company/property owner as additionally insured)

Rental Company Information (Separate form must be used for each company)
1. Name, address, phone number and Fax number of rental company/location site. Include name of company representative you are dealing with: _____ _____ _____ _____
2. Replacement dollar amount of equipment renting (determined by rental company) – Include general description of items: _____ _____ _____ _____
3. Time period of equipment rental/location site: _____ _____
a. Student Signature: _____ Date: _____
b. Project Supervisor's Signature: _____ Date: _____

Head of Production Services Use Only	
Approved: _____	Date: _____
Disapproved: _____	Date: _____
Authorized Signature: _____	Date: _____