



## EQUIPMENT RESERVATION FORM

The Summit Performing Arts Resource Committee, Inc. (SPARC) has a pool of equipment, consisting of follow spotlights and wireless microphones, available for use by all Summit public schools, on a first-come, first-served basis for school productions. Please realize that some schools will submit equipment reservations for their spring productions in the prior fall so keep this in mind in your planning.

### Two steps to reserve this equipment:

(1) At least one month prior to date needed, please complete this form and return to Ashley Raven, Drama Director, Lawton C. Johnson Summit Middle School, 272 Morris Ave, Summit, NJ 07901-2526. This can also be scanned and emailed to Mrs. Raven at [araven@summit.k12.nj.us](mailto:araven@summit.k12.nj.us). The other contact is Ann Dooley ([adooley@summit.k12.nj.us](mailto:adooley@summit.k12.nj.us)) who is the technical director and theatre manager.

(2) Please send a copy of the reservation form with a personal or organization check of \$100 made out to "Summit Drama Department". **Post-date the check to the date needed that is entered in the reservation below** as a security deposit. Your check will be held (un-cashed) until the return of the equipment at which point it will be returned to you or destroyed at your direction. Send the deposit **to Mrs. Raven** at the address above and **send a separate copy** of this form to: SPARC Equipment, P.O. Box 462 SUMMIT, NJ 07902. The copy can also be scanned and emailed to [treasurer@sparcsummit.org](mailto:treasurer@sparcsummit.org).

School/Organization where equipment will be used: \_\_\_\_\_

Contact name responsible for pick-up/return: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

### **Wireless Microphones (total of 4 are available)**

### **Spotlights (total of 3 are available)**

Number Needed: \_\_\_\_\_

Number Needed: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Duration (include # hrs. or days or wks.): \_\_\_\_\_

Duration: \_\_\_\_\_

Return Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Person responsible for equipment on site: \_\_\_\_\_

Best Phone: \_\_\_\_\_

Best Email: \_\_\_\_\_

\*NOTE: Do not make equipment repairs, including light-bulb replacement. During school hours contact Mrs Raven at 908-273-1190, [araven@summit.k12.nj.us](mailto:araven@summit.k12.nj.us). After school hours, please contact her courteously by call or text at her mobile number (732) 874-0831 or at the email listed above with any questions/problems regarding the use or repair of all equipment. As a last point of contact, text SPARC treasurer Jesse Reyes at (908) 327-3069 ([jesse@jessereyes.com](mailto:jesse@jessereyes.com))

**The borrower acknowledges and is responsible for the cost of any and all repairs to the borrowed equipment if it is returned damaged.**

\_\_\_\_\_  
Borrower Signature

\_\_\_\_\_  
Date