



P.O. Box 462 SUMMIT, NEW JERSEY 07902

EQUIPMENT REQUISITION 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. To reserve this equipment, please complete this form **in its entirety** and return to Ron Wells, Drama Director, Lawton c. Johnson Summit Middle School at least one month prior to date needed. Requests made with less than one month's notice will be granted only if equipment is available and has not been previously reserved for dates needed.

Name of School: _____

Purpose: _____

Requisitioner's Name: _____

Telephone: _____

Email address: _____

Equipment Needed:

Follow Spotlights (total of 3)

Number Needed: _____

Date Needed: _____

Duration (include #hours, days, weeks): _____

Return Date: _____

Person responsible for equipment on site: _____

Contact for pick-up/return: _____

Contact phone: _____

Vehicle type: _____

Wireless Microphones (total of 4)

Number Needed: _____

Date Needed: _____

Duration (include #hours, days, weeks): _____

Return Date: _____

Person responsible for equipment on site: _____

Contact for pick-up/return: _____

Contact phone: _____

***NOTE:** Do not make equipment repairs, including light-bulb replacement. Please contact Ron Cooper, District A/V at 273.1494 x3503 with any questions/problems regarding the use or repair of all equipment.
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