Arrillaga Family Recreation Center—Sequoia Room

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Primary Phone</th>
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<tbody>
<tr>
<td>Nancy Delgado</td>
<td>650.330.2248</td>
</tr>
</tbody>
</table>

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<tr>
<th>E-Mail</th>
<th>Fax</th>
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<tbody>
<tr>
<td><a href="mailto:nadelgado@menlopark.org">nadelgado@menlopark.org</a></td>
<td>650.324.1721</td>
</tr>
</tbody>
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<tr>
<th>Emergency Contact</th>
<th>Emergency Phone</th>
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<tbody>
<tr>
<td>Neeta Salwan</td>
<td>650.330.6612</td>
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</table>

The facility described above ("Facility") agrees to host a Vote Center on March 3, 2020 ("Election Day") and for the three days prior to Election Day.

The Vote Center at the Facility will remain open to the public for no less than eight (8) hours per day, including weekends and holidays. The schedule of hours for the voting public shall be from 9 a.m. to 5 p.m. on February 29 through March 2, and from 7 a.m. to 8 p.m. on March 3. The Vote Center at the Facility shall be accessible to persons with disabilities.

Access to the Facility will be granted to Vote Center personnel from 8 a.m. to 5:30 p.m. on Saturday, February 29, 2020. From March 1 to March 2, 2020, Vote Center workers will be granted access to the facility from 8:30 a.m. to 5:30 p.m. On March 3, 2020, Vote Center workers will be granted access to the facility from 6:30 a.m. to 11:30 p.m.

Vote Center workers, or other employees of the Registration & Elections Division ("Division"), will be granted 4 hours on February 28 for the set-up of equipment in Facility, and 4 hours on March 4 for removal of equipment from Facility.

The Facility will be contacted with a finalized 1-hour delivery window one (1) week prior to the delivery date.

Payment for the use of Facility shall be as indicated below:

- ☐ Facility agrees to waive payment.
- ☐ Full payment required. $________ per day that the Vote Center is open to the public. *(Facility must provide W-9)*
- ☑ Partial payment. $275.00 per day for the following days: 2/29/20, 3/1/20, 3/2/20, 3/3/20. *(Facility must provide W-9)*
The Facility agrees to indemnify, defend, and hold harmless the County of San Mateo, and its agents, representatives, servants, contractors, employees, volunteers, successors, and assigns from and against any and all liability, claims, damages, and causes of action of any kind whatsoever, caused by the Facility and/or its agents, representatives, servants, contractors, employees, successors, and assigns involving the Facility or Vote Center.

The County of San Mateo agrees to indemnify, defend and hold harmless the City of Menlo Park and its agents, representatives, servants, contractors, employees, volunteers, successors, and assigns from and against any and all liability, claims, damages, and causes of action of any kind whatsoever, caused or alleged to be caused by the County of San Mateo, the Vote Center equipment and related materials or equipment brought into the Facility, and/or the County’s agents, representatives, servants, contractors, employees, volunteers, successors and assigns involving the use of the Facility for conducting voting as a Vote Center.

I, THE UNDERSIGNED, ACKNOWLEDGE THAT I HAVE AUTHORITY TO ACT ON BEHALF OF THE FACILITY. I HAVE READ AND UNDERSTAND THE ABOVE TERMS OF THIS AGREEMENT AND, BY SIGNING BELOW, AGREE THAT THE FACILITY WILL COMPLY WITH SUCH TERMS.

Signature: 

Date: 11/27/2019

Print Name: Allen Bruce
4 Day Vote Center Use Agreement Form
Tuesday, November 3, 2020 – Presidential General Election

Arrillaga Family Recreation Center—Sequoia Room

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<tbody>
<tr>
<td>Allan Bruce</td>
<td>650-330-2209</td>
</tr>
<tr>
<td>E-Mail</td>
<td></td>
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<tr>
<td><a href="mailto:awbruce@menlopark.org">awbruce@menlopark.org</a></td>
<td></td>
</tr>
<tr>
<td>Emergency Contact</td>
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<tr>
<td>Neetu Salwan</td>
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The facility described above ("Facility") agrees to host a Vote Center on November 3, 2020 ("Election Day") and for the three days prior to Election Day.

The Vote Center at the Facility will remain open to the public for no less than eight (8) hours per day, including weekends and holidays. The schedule of hours for the voting public shall be from 9 a.m. to 5 p.m. on October 31 through November 2, and from 7 a.m. to 8 p.m. on November 3. The Vote Center at the Facility shall be accessible to persons with disabilities.

Access to the Facility will be granted to Vote Center personnel from 8 a.m. to 5:30 p.m. on Saturday, October 31, 2020. From November 1 to November 2, 2020, Vote Center workers will be granted access to the facility from 8:30 a.m. to 5:30 p.m. On November 3, 2020, Vote Center workers will be granted access to the facility from 6:30 a.m. to 11:30 p.m.

Vote Center workers, or other employees of the Registration & Elections Division ("Division"), will be granted 4 hours on October 30 for the set-up of equipment in Facility, and 4 hours on November 4 for removal of equipment from Facility.

The Facility will be contacted with a finalized 1-hour delivery window one (1) week prior to the delivery date.

Payment for the use of Facility shall be as indicated below:

☐ Facility agrees to waive payment.

☐ Full payment required. $__________ per day that the Vote Center is open to the public.
   (Facility must provide W-9)

☐ Partial payment. $275 per day for the following days: 10/31, 11/1, 11/2, 11/3, 11/4
   (Facility must provide W-9)
The Facility agrees to indemnify, defend, and hold harmless the County of San Mateo, and its agents, representatives, servants, contractors, employees, volunteers, successors, and assigns from and against any and all liability, claims, damages, and causes of action of any kind whatsoever, caused by the Facility and/or its agents, representatives, servants, contractors, employees, successors, and assigns involving the Facility or Vote Center.

The County of San Mateo agrees to indemnify, defend and hold harmless the City of Menlo Park and its agents, representatives, servants, contractors, employees, volunteers, successors, and assigns from and against any and all liability, claims, damages, and causes of action of any kind whatsoever, caused or alleged to be caused by the County of San Mateo, the Vote Center equipment and related materials or equipment brought into the Facility, and/or the County’s agents, representatives, servants, contractors, employees, volunteers, successors and assigns involving the use of the Facility for conducting voting as a Vote Center.

I, THE UNDERSIGNED, ACKNOWLEDGE THAT I HAVE AUTHORITY TO ACT ON BEHALF OF THE FACILITY. I HAVE READ AND UNDERSTAND THE ABOVE TERMS OF THIS AGREEMENT AND, BY SIGNING BELOW, AGREE THAT THE FACILITY WILL COMPLY WITH SUCH TERMS.

[Signature]

[Print Name]

[Date] 11/27/2019
Vote Center Additional Information Form
Tuesday, March 3rd, 2020 – Presidential Primary Election

Thank you again for agreeing to host a Vote Center in your facility Arrillaga Family Recreation Center—Sequoia Room. Below you will find additional information the Registration & Elections Division requires from you, as well as additional information for you regarding Vote Center operations.

As set out in the Use Agreement form provided previously, your facility will host a Vote Center during the period from February 29th through March 3rd, which is Election Day. Approximately four hours will be required both the day before the first day of operation, and the day after Election Day, for the set up and removal of equipment. Additionally, approximately 30 minutes will be necessary each day before and after the operational period of the Vote Center to secure and store equipment. If your facility cannot provide this time, please contact our office immediately.

The facility can provide the additional time described above. Yes ☐ No ☐

Can your facility provide three (3) tables for our use? Yes ☐ No ☐

Can your facility provide nine (9) chairs for our use? Yes ☐ No ☐

Can the Vote Center room at your facility be locked when Elections Staff are not present? Yes ☐ No ☐

For the delivery of equipment prior to the initial opening of the Vote Center, please detail any special delivery instructions, requirements, or contacts:

On Friday, February 28, 2020 the Sequoia Room will be accessible as early as 11:00 a.m., please be sure to have all setup completed than no later than 9:30 p.m. that day. On Wednesday, March 4, 2020 the Sequoia Room will be accessible at 8:15 a.m. please be sure to have room cleaned up in entirety by no later than 12:45 p.m. that day.
Please describe how our staff can gain access to your facility on a daily basis during the Vote Center’s operational period:

Based on the official voting poll hours detailed in the agreement, staff will be scheduled 30 minutes prior to unlock the facility. Staff will also lock the Sequoia room when voting has concluded for the day. We request from San Mateo County that they adhere to the times listed in the official agreement and if there are any changes to the times that we receive at least two weeks’ notice of any revisions.

All Vote Centers require real-time access to the San Mateo County’s voter registration system. We would like to use your facility’s ethernet or WIFI to connect our Cradlepoint AER 2200 router to access the San Mateo County network. Please confirm the type of network connection that can be used by San Mateo County Elections Division during the November election cycle.

1. Connection type(s) that San Mateo County Elections can use:
   - [ ] Ethernet
   - [ ] Private Wi-Fi
   - [x] Public Wi-Fi
   - [ ] None - Elections will need to provide their own connection

2. If you have ethernet, what kind of configuration do you have:
   - [ ] Static IP
   - [ ] DHCP Address
   - [ ] Other

3. If you have a Public WIFI, does it include a login page authentication?  
   - [ ] Yes
   - [x] No

   WIFI Name: **Menlo Guest Net**

4. If you have a Private WIFI:

   Wi-Fi (SSID) Name: ________________ Wi-Fi Username: ________________

   Wi-Fi Password: ________________

Based on the responses above, we may require additional information. Please provide the following:
IT Contact Name: ________________________________________________

IT Contact Phone Number and Email: __________________________________________

Please state any further information about your internet connection:

Should be able to connect to Menlo Guest Net; IT will be checking connection strengths regularly. Please communicate with staff at the center if you are running into any technical issues, will follow up with IT personnel accordingly.

We will need to visit your facility in September or October in order to test your internet connection. Please let us know the best person to contact to arrange that visit:

Facility Contact: Allan Bruce & Nancy Delgado

Facility Contact Phone Number & Email: Allan Bruce: 650-330-2209 | awbruce@menlopark.org
Nancy Delgado: 650-330-2248 | nadelgado@menlopark.org

In case of an emergency, we require the contact information of someone other than your primary contact to get in touch with. Please list their name(s) and number(s) below:

Emergency Contact Name: Todd Zeo

Emergency Contact Cell Phone: 415-412-5129

2nd Emergency Contact Name: Neetu Salwan

2nd Emergency Contact Phone: 650-330-6612