Vote Center Use Agreement Form  
Tuesday, November 6, 2018 – Statewide General Election

<table>
<thead>
<tr>
<th>Multi-purpose room at the Arrillaga Family Gymnastics Center, 501 Laurel St, Menlo Park, CA 94025</th>
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<tbody>
<tr>
<td><strong>Primary Contact</strong></td>
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<tr>
<td><strong>E-Mail</strong></td>
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<tr>
<td><strong>Emergency Contact</strong></td>
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The facility described above ("Facility") agrees to host a Vote Center on November 6, 2018 ("Election Day") and for the three days prior to Election Day.

The Vote Center at the Facility will remain open to the public for not less than eight (8) hours per day, including weekends and holidays. The schedule of hours shall be from 9 a.m. to 6 p.m. on November 3 through November 5, and from 7 a.m. to 8 p.m. on November 6. The Vote Center at the Facility shall be accessible to persons with disabilities.

Access to the Facility will be granted to Vote Center personnel for thirty (30) minutes prior to opening and subsequent to closing of the Vote Center. Vote Center workers, or other employees of the Registration & Elections Division ("Division"), will be granted sufficient time subsequent to Election Day to remove all equipment from Facility.

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: November 3, 4, 5, 6, 2018. *(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.

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:  
Judi A. Herren  

Date: 10/2/18

Print Name:  
Judi A. Herren

40 Tower Road, San Mateo, CA 94402  
P 650.312.5222  F 650.312.5348  email registrar@smcacre.org  web www.smcacre.org
Vote Center Additional Information Form
Tuesday, November 6, 2018 - Statewide General Election

Thank you again for agreeing to host a Vote Center in your facility, Multi-purpose room at the Arrillaga Family Gymnastics Center. 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 November 3 through November 6, 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.

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

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

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

Can your facility provide a lockable storage area of 75"x24"x36" to which Elections staff will have exclusive access?  
Yes X No

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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   X Private WIFI   Public WIFI   □ None - Elections will need to provide their own connection

2. If you have ethernet, what kind of configuration do you have: We do not have ethernet
   - □ Static IP   □ DHCP Address   □ Other

3. If you have a Public WIFI, does it include a login page authentication?  □ Yes X No
4. If you have a Private WIFI:

WIFI (SSID) Name: [redacted]
WIFI Username: [redacted]

WIFI Password: [redacted]
(This should be the same for OHCC and the Arrillaga Family Gymnastics Center)

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

Facility Contact: Karen Mihalek  Personal cell phone [redacted]

Facility Contact Phone Number and Email:
650-330-2215 kamihalek@menlopark.org (this is best)

Based on your response above, we may need additional information. Please provide the following:

IT Contact Name: Gene Garces
IT Contact Phone Number and Email: 650-330-6657 gjgarces@menlopark.org

Additional information about internet connection:
Ralph is in charge of creating the connection for both facilities.

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

Please contact Karen Mihalek at least one day prior to delivery so arrangements can be made. The gymnastics center is an extremely busy facility and we need to be aware of when you will be coming to make allowances for this. Thank you.

Please describe how our staff can gain access to your facility on a daily basis during the Vote Center’s operational period:

40 Tower Road, San Mateo, CA 94402
P 650.312.5222  F 650.312.5348  email registrar@smcacre.org  web www.smcacre.org
The center will be opened for you and locked up for you by one of the City of Menlo Park’s employees. If you have issues I will provide you with my personal cell phone number and I, Karen Mihalek, will take care of the issues for you.

As an emergency contact for Vote Centers, we require a person other than your primary contact. Please list the name and contact information of an additional person as emergency contact:

Emergency Contact Name: Savina Krakowski 650-330-2217 skrakowski@menlopark.org

Emergency Contact Cell Phone:

______________________________

2nd Emergency Contact Name: Natalie Bonham nabonham@menlopark.org 650-330-2216

2nd Emergency Contact Phone:

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