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

<table>
<thead>
<tr>
<th>Classroom at the Onetta Harris Community Center,</th>
<th>100 Terminal Ave, Menlo Park, CA 94025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact</td>
<td>Judi A. Herren</td>
</tr>
<tr>
<td>Primary Phone</td>
<td>650-330-6621</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:jaherren@menlopark.org">jaherren@menlopark.org</a></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Rondell Howard</td>
</tr>
<tr>
<td>Emergency Phone</td>
<td>650-330-2245</td>
</tr>
</tbody>
</table>

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)**

X 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: _______________ Date: 9/25/18

Print Name: Judi A. Herren
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, Classroom at the Onetta Harris Community 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 □       No X

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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:
   - □ Static IP    X 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]

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: Rondell Howard

Facility Contact Phone Number and Email:
650-330-2245   rdhoward@menlopark.org

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

IT Contact Name:
Ralph Bohnert

IT Contact Phone Number and Email:
650-330-6656   650-330-6654   rbohnert@menlopark.org

Additional information about internet connection:

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

_________________________________________________________________________________

_________________________________________________________________________________

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

There will be a staff scheduled to work. This person will allow access to the County employees.

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:
Rondell Howard

Emergency Contact Cell Phone: 
[Redacted]

2nd Emergency Contact Name:
Avery Drake

2nd Emergency Contact Phone:
[Redacted]