



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

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.

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- | | | |
|---|---|-----------------------------|
| The facility can provide the additional time described above. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Can your facility provide three (3) tables for our use? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Can your facility provide nine (9) chairs for our use? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Can the Vote Center room at your facility be locked when Elections Staff are not present? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
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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.



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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 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 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:



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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