

# COCHISE COUNTY ELECTIONS FACILITY USE AGREEMENT

Election Dates (*Elections are ALWAYS on a Tuesday*):

Tuesday, March 17, 2020 – Presidential Preference Election

Tuesday, August 25, 2020 – Primary Election

Tuesday, November 3, 2020 – General Election

Date Issued: \_\_\_\_\_

VOTE CENTER NAME & NUMBER: \_\_\_\_\_

FACILITY NAME: \_\_\_\_\_

NAME OF ROOM ELECTION TO BE HELD IN (*as known to the public*): \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

FACILITY CONTACT PERSON: \_\_\_\_\_ CELL #: \_\_\_\_\_

*Cochise County will provide proof of liability insurance for your facility.*

**Permission is hereby granted to Cochise County Elections for access and use of our facility as a Vote Center as follows:**

PRINTED NAME/TITLE OF AUTHORIZED AGENT: \_\_\_\_\_  
Please Print Name & Title

AUTHORIZATION FOR USE OF FACILITY AS A VOTE CENTER: \_\_\_\_\_  
Authorized Signature & Date

## Please indicate if you have the following available for use by Elections:

- Have there been any structural changes to your facility in the last 2 years which would affect voter accessibility to the location? Yes/No
- Six foot tables # \_\_\_\_\_
- Chairs # \_\_\_\_\_
- Restroom facilities available for Election Board use only? Yes/No
- Restroom facilities available to voters? Yes/No
- Telephone available to Election Board for *outgoing local calls*? Yes/No
  - If yes, phone # \_\_\_\_\_ Location of phone \_\_\_\_\_

## Access/Use of Facility:

- **Equipment Delivery:** Facility will be available for delivery of elections equipment and supplies Monday through Friday the week preceding the date of the election between the hours of **8 am – 5 pm**. *The date and time of delivery will be confirmed with you prior to the election.* \_\_\_\_\_ (Please Initial)
- **Security:** Equipment and supplies will be secured at the facility by the delivery driver and will remain secured until control of these items is turned over to the Inspector during setup (day prior to election). \_\_\_\_\_ (Please Initial)
- **Set Up:** Facility will be available for Election Board setup on **Monday prior to the election date from noon to 7:00 p.m.** Setup takes approximately 2 hours. \_\_\_\_\_ (Please Initial)
- **Security:** Facility managers will ensure that the facility, and the room where the election is to be held, will remain secured following setup by the Election Board. \_\_\_\_\_ (Please Initial)

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- **Safety:** Facility agrees to leave outside lighting turned on for parking on the morning and evening of the election. All alarm systems and sprinkler systems must be shut off. The location should be free of hazards that may injure poll workers or voters.
- **Election Day Access:** Facility will be available for full right of entry and use by Election Board **from 5:00 a.m. until 9:00 p.m. on Election Day and Facility agrees** that Election Board has the sole use of the facility on Election Day \_\_\_\_\_ (Please Initial)
- **Equipment Pick Up:** Drivers will pick up any remaining elections equipment and supplies **within 3 business days following the election between the hours of 8 am – 5 pm** \_\_\_\_\_ (Please Initial)

Access to Facility will be provided by: \_\_\_\_\_ (Please Initial ONE of the below)

\_\_\_\_\_ Keys provided for entry

\_\_\_\_\_ Staff person onsite at specified entry & closing times to open & lock facility

*Reminder: Election Board must have access on Election Day no later than 5:00 a.m.; Closing Times are estimated.*

**Signs & Electioneering:**

(ARS §16-411 H) The Facility Owner/Agent agrees that on election day, if the Owner/Agent permits signs or allows private persons to conduct election related activities on Facility premises outside the 75-foot polling place perimeter (ARS §16-515), the Owner/Agent agrees that such signs and activities on Facility property will be allowed on an impartial and nondiscriminatory first come, first served basis, in accordance with any regulations or directions given by the Owner/Agent. Owner/Agent further agrees to advise the Elections Department at least 45 days prior to the election so that the election board workers can be aware of the Facility’s signage/activity restrictions. Elections will provide a sign for posting indicating that the Facility does not endorse any specific candidate or position on an election matter.

\_\_\_\_\_  
 Authorized Signature

**Vote Center Acquisition:**

The authorized agent understands that the acquisition of a facility for use as a Vote Center is a significant undertaking by the Elections Staff and requires Board of Supervisor approval. In addition, staff must ascertain that the facility is ADA compliant, has sufficient wireless capability, has ample parking (including handicap access), room for voters to move through the voting process, etc. All of the above has been accomplished and the signature of the authorized agent indicates an understanding of the extreme hardship that would be placed on Elections Staff and voters alike if the Facility revokes their permission for use after signing this agreement and agrees not to revoke permission except in emergency situations (i.e., facility becomes unusable due to fire, flood or other damage, etc.)

\_\_\_\_\_  
 Authorized Signature

**Payment, Donation or Waiver:**

Cochise County Elections has a small budget to pay for use of **privately owned facilities**, if required (such as a church, recreation center, clubhouse, etc.). Please indicate if you will require payment or donation for the use of your facility, or if you wish to WAIVE a facility use fee as a community service?

Facility Use Fee/Donation (*per election*): \$ \_\_\_\_\_ Waive Facility Use Fee: \_\_\_\_\_ (Please Initial)

We greatly appreciate your cooperation and civic-minded spirit in allowing use of your facility to facilitate voting in Cochise County.

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