

# County of Santa Clara

## Registrar of Voters

1555 Berger Drive, Bldg. 2

San Jose, CA 95112

Mailing Address: PO Box 611360, San Jose, CA 95161-360

(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314

www.sccvote.org



### VOTER'S CHOICE

Registrar of Voters  
Santa Clara County

## Vote Center Facility Use Agreement

|                                    |                                                                             |                   |                       |
|------------------------------------|-----------------------------------------------------------------------------|-------------------|-----------------------|
| Election Name                      | March 3, 2020 Presidential Primary    November 3, 2020 Presidential General |                   |                       |
| Facility Name                      | CENTRAL PARK LIBRARY                                                        |                   |                       |
| Facility Owner Name                | City of Santa Clara                                                         |                   |                       |
| Building/Room Reserved             | Redwood                                                                     |                   |                       |
| Physical Address                   | 2635 Homestead Road                                                         | City/Zip          | Santa Clara, CA 95051 |
| Mailing Address                    |                                                                             | City/Zip          |                       |
| Primary Contact Name               | Donna Tanaka                                                                | Phone #           | 408-615-2933          |
| Email Address                      | dtanaka@santaclaraca.gov                                                    | Fax #             |                       |
| Secondary Contact Name             | Paul Sims                                                                   | Phone #           | 408-615-2931          |
| Email Address                      | psims@santaclaraca.gov                                                      | Fax #             |                       |
| After Hours Emergency Contact Name | Paul Sims                                                                   | Phone #           | 408-615-2931          |
| Email Address                      | psims@santaclaraca.gov                                                      | Alternate Phone # | 408-666-7154          |

This agreement allows The County of Santa Clara, through its Registrar of Voters ("Registrar of Voters"), to access and use of the above named Facility subject to the following terms and conditions:

**1. Facility Use and Hours.** Facility Owner agrees that the Registrar of Voters shall be allowed to use the Facility and the Facility will be open to voters for the days before and including Election Day as set forth on Addendum A. Facility Owner acknowledges and agrees that the dates and times on Addendum A will be printed in publications by the Santa Clara County Registrar of Voters. Facility Owner agrees that there shall be no cancellations or room changes outside of an event of a natural disaster or unforeseen structural damage to the Facility. The Registrar of Voters shall be responsible for staffing all vote-related activities and is responsible for the security of the ballots and vote-casting activities.

**2. Facility Requirements.** Facility Owner agrees to the specifications regarding the Facility use set forth on Addendum B.



3. **Facility Use Payment.** The Registrar of Voters shall pay Facility Owner for use of the Facility in accordance with the below:

☒ Facility agrees to waive the payment.

*Facility Owner initial here* \_\_\_\_\_.

☐ \$\_\_\_\_\_ for the use of the Facility as set forth in this agreement.

☐ \$\_\_\_\_\_ any additional amounts for Facility Owner's standard fees or deposits. List amounts and reason for additional amounts: \_\_\_\_\_

#### 4. Registrar of Voters Insurance and Indemnity.

The County of Santa Clara ("County") shall indemnify, defend, and hold harmless the Facility Owner, its officers, agents, and employees (collectively "owner") from and against any judgment, loss, damage, liability, cost, charge, or expense (including reasonable attorney's fees) arising out of the designation and utilization of the Facility as a polling place or election site, except to the extent such claims arise through the negligent act(s) or omission(s) or willful misconduct of the owner. The foregoing indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by County or owner. Please see Addendum C for the Santa Clara County certificate of Self-Insurance.

#### 5. General Conditions:

No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on the County unless authorized by the County in writing. Nothing in this agreement shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party. At any time and without reason, The Santa Clara County Registrar of Voters' may revoke this agreement and not use the above named facility.

The undersigned have executed this agreement as of the dates set forth below.

#### FACILITY OWNER SIGNATURE:

Deanne J. Santana, City Manager

PRINTED NAME AND TITLE

OF AUTHORIZED AGENT OF FACILITY OWNER

SIGNATURE OF AUTHORIZED AGENT

DATE

#### REGISTRAR OF VOTERS SIGNATURE:

COUNTY OF SANTA CLARA,  
a political subdivision of the State of California

APPROVED AS TO FORM AND LEGALITY:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Deputy County Counsel

For ROV Use:

ROV Vote Center Contact: Ruth Luo

Contact Information: ruth.luo@rov.sccgov.org

**Addendum A**  
**Vote Center Facility Use Agreement**

Vote Center Hours

The tables below indicate what hours the Facility will be open to the public as a Vote Center as well as hours for which the Facility is reserved for Vote Center staff to have access. California Election code requires Vote Centers to be open a minimum of 8 hours per day for three (3) or ten (10) consecutive days prior to Election Day and on Election Day from 7a.m. to 8p.m., inclusive. Vote Center staff need access a minimum of an hour before and after voting hours, and on Election Day will need access for a minimum of two hours after voting concludes.

**Important:** Please ensure the accuracy of the information as these dates and hours will be published and made public by the Santa Clara County Registrar of Voters'.

| Facility Information   |                                           |
|------------------------|-------------------------------------------|
| Facility Name          | CENTRAL PARK LIBRARY                      |
| Building/Room Reserved | Redwood                                   |
| Physical Address       | 2635 Homestead Rd., Santa Clara, CA 95051 |

| MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION SCHEDULE |         |                             |                        |
|------------------------------------------------------|---------|-----------------------------|------------------------|
| Day                                                  | Date    | Vote Center Hours           | Reserved Hours         |
| Thursday                                             | 2/20/20 | N/A                         | N/A                    |
| Friday                                               | 2/21/20 | Equipment Delivery & Set Up | 8:00am -5:00pm         |
| Saturday                                             | 2/22/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Sunday                                               | 2/23/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Monday                                               | 2/24/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Tuesday                                              | 2/25/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Wednesday                                            | 2/26/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Thursday                                             | 2/27/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Friday                                               | 2/28/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Saturday                                             | 2/29/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Sunday                                               | 3/1/20  | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Monday                                               | 3/2/20  | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Tuesday                                              | 3/3/20  | 7:00 a.m. – 8:00 p.m.       | 6:00 a.m. – 10:00 p.m. |
| Wednesday                                            | 3/4/20  | Equipment Pick Up           | 8:00am -5:00pm         |

**NOVEMBER 3, 2020 PRESIDENTIAL GENERAL ELECTION SCHEDULE**

| Day       | Date     | Vote Center Hours           | Reserved Hours         |
|-----------|----------|-----------------------------|------------------------|
| Thursday  | 10/22/20 | N/A                         | N/A                    |
| Friday    | 10/23/20 | Equipment Delivery & Set Up | 8:00am -5:00pm         |
| Saturday  | 10/24/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Sunday    | 10/25/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Monday    | 10/26/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Tuesday   | 10/27/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Wednesday | 10/28/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Thursday  | 10/29/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Friday    | 10/30/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Saturday  | 10/31/20 | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Sunday    | 11/1/20  | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Monday    | 11/2/20  | 9:00am - 5:00pm             | 8:00am -6:00pm         |
| Tuesday   | 11/3/20  | 7:00 a.m. – 8:00 p.m.       | 6:00 a.m. – 10:00 p.m. |
| Wednesday | 11/4/20  | Equipment Pick Up           | 8:00am -5:00pm         |

**Addendum B**  
**Vote Center Facility Use Agreement**

**Checklist of Needs and Equipment**

**Facility Requirements.** *Please check each box acknowledging you are able to allow or provide:*

- ☒ Facility access for Vote Center Staff one hour before and one hour after voting hours. On Election Day, Vote Center Staff will have access for one hour before voting hours and two hours after voting concludes.
- ☒ Accessibility survey conducted by Santa Clara County Election Officials; additional visits to facility may be required to test equipment or obtain additional information for vote center layout.
- ☐ Acceptance and secured storage of voting equipment delivered up to 1 day(s) prior to the opening of the Vote Center, for duration that the Vote Center is open, and up to 1 day(s) following Election Day.
- ☒ Reserved room for Vote Center will be cleared of any unused tables, chairs, and equipment prior to Vote Center equipment delivery.
- ☒ Functioning grounded electrical outlets in designated voting area.
- ☒ Designated Building/Room for voting is free of any activities during the 13 days.
- ☒ Restroom access for Vote Center Staff.
  - ☒ Gender-neutral restroom available?
  - ☒ Disability accessible restroom available?
- ☒ Sufficient inside/outside lighting.
- ☒ Air Conditioning/Heating available each day in the voting area.
- ☒ Free parking for voters and Vote Center Staff.
- ☒ No plans to remodel facility or changes to path of travel or parking area.

**Optional items you can provide.** *Check any of the following:*

- ☐ (4) 8 ft. tables *or* ☐ (6) 6 ft. tables ☒ (6) 5 ft. tables *dt*
- ☒ 15 Chairs
- ☐ \*Key access for Vote Center Staff
- ☐ \*Badge access for Vote Center Staff
- ☐ \*Alarm code access for Vote Center Staff
- ☐ \*Parking passes for free Vote Center Staff Parking

*\*The assigned Vote Center Lead will contact the facility up to 2 weeks prior to the opening of the Vote Center and arrange a time to pick up these items.*

## Schedule for Equipment Delivery and Pick-Up

A deployment schedule for Vote Center equipment delivery and pick-up will be created based on the information you provide below. **You will receive an email 2-3 weeks before the Vote Center opens to dtanaka@santaclaraca.gov [insert email address for receipt of Deployment Schedule] confirming the details of equipment coming to your facility.**

Please provide the name, phone number, and email information for the person, **if different than the Primary Contact on page 1**, who will be accepting delivery of the Vote Center equipment.

|       |        |        |
|-------|--------|--------|
| Name: | Phone: | Email: |
|-------|--------|--------|

If you would like others in your organization copied with the Vote Center Equipment Confirmation email, please list their email addresses here:

LibAdmin@santaclaraca.gov; lhagan@santaclaraca.gov

### Delivery of Equipment:

Equipment delivery and setup of Vote Center will be scheduled on February 22, 2020 and October 23, 2020 between 8:00am and 5:00pm.

Other Arrangements: Requesting delivery 8am-10am before public opening so that delivery trucks have access closest to room

☒ Equipment can be set up at this time. There are no other events occurring in this room.

### Pick-up of Equipment:

Equipment pick-up at the Vote Center will be scheduled on March 4, 2020 and November 4, 2020 between 8:00am and 5:00pm.

Other Arrangements: Requesting pick up 8am-10am before public opening so that delivery trucks have access closest to room

☒ Equipment can remain set up in the room on Election Day until pick-up occurs.

☐ Equipment cannot be left out on Election Night. All equipment must be packed up and stored until Election Staff arrive to remove it. The equipment will be securely stored in this location (name of room/building) until Vote Center staff arrive to pick it up:

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**Addendum C**  
**Vote Center Facility Use Agreement**

Certificate of Insurance Coverage

**County of Santa Clara**

Office of the County Executive  
Office of Risk Management  
Liability/Property Insurance Division  
2310 North First Street, Suite 203  
San Jose, California 95131  
Tel. No. (408) 441-4340 Fax (408) 441-4341



Ins. Cert. No. FY20-082

**CERTIFICATE OF COVERAGE  
ISSUED BY  
COUNTY OF SANTA CLARA**

This is to Certify to: **All Vote Centers, Training Sites, Outreach and Presentation Sites  
and Election Related Activity Sites in County of Santa Clara  
Registrar of Voters County of Santa Clara**

That the following described coverages are in force on this date as set forth below:

Assured: County of Santa Clara  
70 W. Hedding Street  
San Jose, CA 95110

| <u>Insurer</u>                                     | <u>Expiration</u>          |
|----------------------------------------------------|----------------------------|
| 1. Self-Funded Retention                           | Continuous                 |
| 2. Self-Funded Retention                           | Continuous                 |
| 3. Self-Funded Retention                           | Continuous                 |
| <u>Type of Coverage</u>                            | <u>Limits</u>              |
| 1. Comprehensive General<br>& Automobile Liability | \$2,000,000 Per Occurrence |
| 2. Workers' Compensation                           | \$4,000,000 Per Occurrence |
| 3. Physical Damage                                 | \$ 50,000                  |

This certificate of coverage is provided by the County of Santa Clara to the above named certificate holder. The coverage specified herein will not be cancelled or reduced without thirty (30) days written notice from County of Santa Clara to the certificate holder. This certificate pertains to the County of Santa Clara, Registrar of Voters for 2019 and 2020 elections, Election Officer Training, delivery, set-up and retrieval of equipment from July 1, 2019 to June 30, 2020.

A handwritten signature in black ink, appearing to read "Hank Ford", written over a horizontal line.

Hank Ford  
Insurance Technical Manager  
July 26, 2019

HF:ld

FY20-082AllPolling\_Election2019.20\_ROV

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Smitian  
County Executive: Jeffrey V. Smith

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