Rebecca Spencer Registrar of Voters



2724 Gateway Drive Riverside, CA 92507-0918 (951) 486-7200 • FAX (951) 486-7272 TTY (951) 697-8966 www.voteinfo.net

REGISTRAR OF VOTERS COUNTY OF RIVERSIDE

In an effort to prepare for upcoming elections, we are requesting your assistance in helping our office identify available polling places throughout Riverside County. We would appreciate it if you would please read the balance of this letter, print and complete the required information fields, respond to the questions, sign and date at the bottom and return by fax to 951-486-7320 or email to rovweb@co.riverside.ca.us

Please note that once all consolidation parameters have been established, usually 3 months before an election, we will carefully review all facilities used in the previous elections. If your facility is selected to serve, a letter will be mailed at least 29 days before the scheduled election confirming that your facility has been "SELECTED TO SERVE AS A POLLING PLACE". If your facility was not selected but was used in the previous election, a letter will be mailed at least 15 days before the scheduled election confirming that your facility was "NOT SELECTED TO SERVE AS A POLLING PLACE" and the reason for this determination. Please contact us within 15 days prior to the election if you have not received a letter informing you of a decision for use of your facility as a polling place.

If your facility is selected to serve as a Polling Place, voting equipment, tables and chairs, if requested, will be delivered approximately 7 days prior to the election. Our contracted carrier will call to schedule a time and date of delivery. Please identify a secure area for voting equipment storage. Equipment will be picked up within one week following the election. The Inspector (lead Pollworker) for your site will contact you to make arrangements to access the facility to set up the voting equipment (approximately ½ hour) the day before the election and to guarantee access to your facility from 6:00am to 9:30pm Election Day. If you do not receive a call from the Inspector (lead Pollworker) 3-4 days prior to Election Day, please call our office at (951)486-7341 or 1-877-663-9906 (toll free).

Should you at any time have questions or concerns regarding use of your site as a Polling Place, please do not hesitate to contact our office at (951)486-7341 or 1-877-663-9906 (toll free).

On behalf of the registered voters of the County of Riverside, please accept our thanks for your consideration in allowing the use of your facility for the voters of your community on Election Day.

Election Officers and Polls Division County of Riverside Registrar of Voters

Please complete, sign and return the agreement on the next page via fax or mail

POLLING PLACE AVAILABILITY REQUEST AGREEMENT

COMPLETE, SIGN, AND RETURN THIS FORM VIA FAX OR E-MAIL TO THE REGISTRAR OF VOTERS OFFICE

Fax # (951) 486-7320	E-Mail:	rovwe	eb@co.rive	rside.ca.us		
Please forward a copy of this contract to the co and/or Election Day facility use. Provide the con						
I give my permission for the use of:				s prior to the el		
Facility Name:				e as a polling p		
Address:				540U TV 1105	5.4.0U.ITV	
City, Zip Code:	ELECTION	DATE	ELECTION	FACILTY USE AUTHORIZED	FACILITY USE NOT AUTHORIZED	
Room Authorized:						
Polling Place location for the election(s) noted at right.				4		
Please check (X) the appropriate boxes that apply: ☐ Our facility will provide two 6'-8' table and 4 chairs ☐ Please deliver tables and chairs to this facility ☐ Facility use "Free" ☐ Request \$25.00 Stipend (Must provide W-9) ☐ Can accommodate up to Precincts (Bet					I Above	
Contact Name (print)Title:		Phone #:				
Alternate Contact Name (print)	Pho	<mark>ne #</mark> :				
*Emergency contact:	Pho	ne #:				
*This is the person and phone number who the Registrar of Vo	oters can call in a	n emerger	icy (Election Day	access, facility issu	es, etc.)	
Mailing Address						
After Business Hours Phone:	Fax #:					
E-mail Address:						
*I HAVE READ AND UNDERSTAND ALL THE TERMS VOLUNTARILY I AM AGRE	OF THIS AGRI	EEMENT, E BY TH	, AND BY SIGN ESE TERMS	ING THIS AGREE	EMENT	
Signature:	Data:					

POLLING PLACE AVAILABILITY REQUEST AGREEMENT

RETAIN FOR YOUR RECORDS

Fax # (951) 486-7320 E-Mail: rovweb@co.riverside.ca.us I give my permission for the use of: Please contact us within 15 days prior to the election if you have not received a letter informing you of a Facility Name: decision for your facility to serve as a polling place. Address: FACILTY USE **FACILITY** City, Zip Code: **ELECTION DATE ELECTION AUTHORIZED USE NOT AUTHORIZED** Room Authorized: Polling Place location for the election(s) noted at right. Please check (X) the appropriate boxes that apply: **Initial Above** ☐ Our facility will provide two 6'-8' table and 4 chairs ☐ Please deliver tables and chairs to this facility ☐ Facility use "Free" ☐ Request \$25.00 Stipend (Must provide W-9) ☐ Can accommodate up to _____ Precincts (Between 1-10) Contact Name (print) ______Title: _____Phone #:_____ Alternate Contact Name (print) Phone #: Phone #: *Emergency contact: *This is the person and phone number who the Registrar of Voters can call in an emergency (Election Day access, facility issues, etc.) Mailing Address _____ After Business Hours Phone: ______Fax #: _____ E-mail Address: *I HAVE READ AND UNDERSTAND ALL THE TERMS OF THIS AGREEMENT, AND BY SIGNING THIS AGREEMENT **VOLUNTARILY I AM AGREEING TO ABIDE BY THESE TERMS**

Date: _____

Signature: