

Memorandum of Agreement for Early Voting Site – 2024

Please fill out completely. Keep a copy for your records.

The Owner/Occupant agrees to provide an Early Voting Site to Lake County Supervisor of Elections for the following election(s):

Presidential Preference Primary: Wednesday, March 6 thru Saturday, March 16, 2024

Primary Election: Wednesday, August 7 thru Saturday, August 17, 2024

General Election: Friday, October 18 thru Saturday, November 2, 2024

(All dates above include delivery/setup day – arrival time TBD)

Hours of Operation: 10:00 am – 6:00 pm
(Election Worker Hours: 9:30 am – 6:30 pm)

At the following location: Eustis Service Center
301 W. Ward Ave, Eustis

Polling Room / Building:



GENERAL INFORMATION

To the extent permitted by Section 768.28, Florida Statutes, the County of Lake, agrees to indemnify and hold harmless the Owner/Occupant for any claims for bodily injury or property damage occurring on the occupied premises arising from negligent acts of the County or any of its agents or employees. In accordance with Florida Statute 102.031(e) the owner, operator, or lessee of the property on which a polling place or an Early Voting site is located, or an agent or employee thereof, may not prohibit the solicitation of voters outside of the no-solicitation zone (measured 150' from the entrance to the polling place) during polling hours.

The Early Voting Site MUST be opened by 10 am and is in continual use until the completion of all election activities each day.

Please Note: Voting equipment is delivered and setup 1 or 2 days before Early Voting starts and pick up is the final day of Early Voting. Owner/Occupant shall make reasonable efforts to safeguard equipment. Also, no video recording (including security surveillance) is allowed in polling room during polling times.

YOUR SPECIAL INSTRUCTIONS: In exchange for waiver of rental fee, it is understood that the Supervisor of Elections will also waive any fees affiliated with the 2024 City of Eustis election.

BUILDING ACCESS / USE

| | |
|---|---|
| Have the Early Voting Clerk sign out a key the day before the Early Voting begins? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Issue a key to an Election Office employee? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Assign a person to open the building (daily at 9:30 am)? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Supervisor of Elections shall have exclusive use of the Polling Room during Early Voting thru Election Day? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Do you have tables and chairs available for the election board members to use? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Will election board members have access to a kitchen or breakroom facility? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Is there secure on-site storage space for election equipment? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

BUILDING ACCESS CONTACTS

Name: Chris Andrus

Phone Number: (352) 551 - 8604

Cell Number: () -

Name: Craig Dolan

Phone Number: (352) 357 - 7969

Cell Number: (727) 748 - 2778

24 HOUR EMERGENCY CONTACT

Name: Craig Dolan

Phone Number: (727) 748 - 2778

Cell Number: () -

CONTACT FOR BUILDING KEY

Name:

Phone Number: () -

Cell Number: () -

OWNER / OCCUPANT ACKNOWLEDGEMENT

Signature of Owner / Occupant Address:

Signature of Owner / Occupant

Phone Number: (352) 357 - 7969

Date: 04 / 14 / 2023

Email Address: dolanc @ eustis.org

1/27/2023 3:26 PM



POLLING PLACE QUESTIONNAIRE 2024

Please fill out completely. Keep a copy for your records.

Precinct #

1. Who is the facility contact person that handles election matters (equipment delivery and retrieval)?

Chris Andrus andrusc @eustis.org (352) 551 - 8604
Name (Please Print) E-mail address Phone Number

2. Who is the contact person(s) who will be opening the polling place on Election Day (no later than 6:00 a.m.)?

Note: We MUST have a home phone number and a cell phone number for the opening person and emergency backup person in case the opener does not arrive by 6 a.m. If we are provided a key and/or code to enter the building, this question does not apply. If the doors to the facility are not opened by 6:00 a.m. a locksmith will be dispatched, or alternative means of entry will occur.

Chris Andrus andrusc @eustis.org (352) 551 - 8604
Name (Opening Person) E-mail address Cell Phone #

() - () -
Home Phone # Work Phone #

Craig Dolan dolanc @eustis.org (727) 748 - 2778
Name (Emergency Back Up) E-mail address Cell Phone #

() - () -
Home Phone # Work Phone #

3. Please provide the name of the electric company for this polling place: Duke

4. Please provide the name of the water/sewer company for this polling place: City of Eustis

5. Is there a kitchen facility available for election workers use (refrigerator and/or microwave)? ☒ Yes or No
(Please circle one)

6. Since the 2022 General Election, have any changes been made to the polling room, parking lot, sidewalks, or any areas necessary to access the polling room? Yes or ☒ No (Please circle one)

a. If so, please explain: _____

7. Is there any scheduled remodeling in 2024 that may impact the polling room, parking lot, sidewalks, or any areas necessary to access the polling room? Yes or ☒ No (Please circle one)

a. If so, please explain: _____

8. If the facility is monitored with an alarm system, can the opening person of the building disarm it? ☒ Yes or No (Please circle one)