

Memorandum of Agreement for Polling Place 2024 Precinct # 330

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

The Owner/Occupant agrees to provide a Polling Place to the Lake County Supervisor of Elections for the following election(s):

Presidential Preference Primary: Tuesday, March 19, 2024
Primary Election: Tuesday, August 20, 2024
Municipal Election: Tuesday, November 5, 2024



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.

Rental Payment Fee is \$100.00 per Election Held.

Does the owner waive the Rental Payment Fee? Yes ☒ No ☐

Please submit an invoice for payment to the Supervisor of Elections following each election held.

CHECK SHOULD BE MADE PAYABLE TO: _____

MAILING ADDRESS: _____

The Polling Room MUST be opened by 6 am and is in continual use until the completion of all election activities that day.

Gated communities must be open to the public at 6 am until the close of polls. Polling hours are 7:00 am – 7:00 pm.

Please Note: Voting equipment is delivered the Thursday or Friday before Election Day and pick up is the Wednesday or Thursday following Election Day. 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.

Facility will be open after 2pm due to morning and early afternoon programs on Tuesday, March 19, 2024.

BUILDING ACCESS / USE

Is it possible for the election team to setup the polling room the afternoon before Election Day?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have the Precinct Clerk sign out a key the day before the election?	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"/>
Supervisor of Elections shall have exclusive use of the Polling Room on 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 on Election Day?	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

Name: Craig Dolan

Phone Number: (352) 551 - 8604

Phone Number: (352) 357 - 7969

Cell Number: () -

Cell Number: (727) 748 - 2778

OWNER / OCCUPANT ACKNOWLEDGEMENT

Address: 10 North Grove Street, PO Drawer 68, Eustis, FL 32727-0068

Signature of Owner / Occupant

Phone Number: (352) 357 - 7969

Date: 04 / 14 / 2023

Email Address: dolanc @ eustis.org

Please return this form and the Polling Place Questionnaire to: duke@lakevotes.gov, or the address or fax # listed below.

1/27/2023 2:39 PM

D. ALAN HAYS, D.M.D. LAKE COUNTY SUPERVISOR OF ELECTIONS
P.O. Box 457, Tavares, FL 32778 / www.LakeVotes.gov / Tel: 352-253-1438 / Fax: 352-343-3605
duke@lakevotes.gov / bob@lakevotes.gov



POLLING PLACE QUESTIONNAIRE 2024

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

Precinct # 330

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 # (352) 357 - 7969
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)

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