

2024 LEVY COUNTY POLLING PLACE AGREEMENT

THIS POLLING PLACE AGREEMENT is entered into on February 28, 2023 between OTTER CREEK BAPTIST CHURCH (the "Owner"), regarding use of the premises located at 171 SW 3RD St Otter Creek, FL 32683 (the "Premises"), and the Supervisor of Elections of Levy County, Florida (the "Supervisor"), 421 S Court St, Bronson FL 32621.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

AGREEMENT

1. **Agreement:** Owner shall provide the **Fellowship Hall ("Polling Room")** located at the Premises as a polling place for the elections indicated below:

- (1) Presidential Preference Primary Election: **March 19, 2024**
- (2) Primary Election: **August 20, 2024**
- (3) General Election: **November 5, 2024**

2. **Access to Premises/Polling Place:**

- a. Prior to election day: Owner or designee shall provide access to the Premises for delivery and storage of election equipment. **Delivery will take place on the Monday before each Election Day:**

- (1) Presidential Preference Primary Election: March 18, 2024
- (2) Primary Election: August 19, 2024
- (3) General Election: November 4, 2024

- b. Election Day: Owner or designee shall provide access to the premises by one of the following means (**check one**):

- (1) Owner will open polling room by 5:45 a.m. ____
- (2) Owner will provide key to precinct clerk ____
- (3) Owner will provide key to the Supervisor or designated staff member ____

c. Post-Election Day: Owner or designee shall provide access to the Premises for pickup of the election equipment the next day.

(1) Presidential Preference Primary: March 20, 2024

(2) Primary Election: August 21, 2024

(3) General Election: November 6, 2024

3. Contact Persons:

Owner: OTTER CREEK BAPTIST CHURCH

Facility's Phone Number: (352) 486-2112

The following person(s) are designated as the Owner's contacts to assure access to the Premises on the applicable equipment delivery dates, election days and equipment pick-up dates:

Primary Contact person: Pastor Tim Campbell

Home Phone: 352-494-8973

Cell Phone: S/A

Email: Tim.Campbell@cs@gmail.com

Secondary Contact person: Dawn Campbell

Home Phone: 352-494-8968

Cell Phone: _____

Email: DCampbell@cs@gmail.com

Emergency Contact person: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Supervisor of Elections:

Contact Person: Tammy Jones, Supervisor of Elections

Office: (352) 486-5163

Cell: (352) 665-2475

Additional Contacts: Jordan Lindsey, Assistant Supervisor of Elections

Jennifer Mathews, Voting Systems Manager

4. Compensation: As compensation for use of the Premises as a polling place, the Supervisor shall pay the Owner \$200.00 per election (unless the property is county, state or city owned). Payment shall be made within four (4) weeks following each election. Checks shall be payable to the Owner and mailed to the address first indicated above, unless stated otherwise.

Address, if different from above:

5. **Polling Place Amenities:** The following amenities will be provided by the Owner to the poll workers on Election Day. **Please check the appropriate amenities:**

- Tables
- Chairs
- Telephone
- Restroom
- Kitchen Facilities

Other: _____

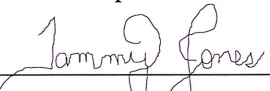
6. **Owner's Responsibilities:**

- a. Access to the polling place shall be available to poll workers no later than 5:45 a.m. on Election Day.
- b. The parking lot or parking area at the Premises shall be clear of all obstructions that would impede voter access on Election Day. No other events shall be planned that will affect and limit the amount of available parking for persons coming to vote.
- c. Disability permit-only parking spaces shall be available to voters. Supervisor may provide temporary solutions if unavailable.
- d. The HVAC system shall be operational and in good working order on Election Day.
- e. All indoor, outdoor, and parking area lights shall be operational and in good working order on Election Day.
- f. All electrical outlets in the polling room shall be in good working order.
- g. Provide access to a telephone or fax line to be used on Election Day by the Precinct Clerk for communication to the Supervisor's office as well as for the transmission of election information during voting hours. If a phone line is not available, the Supervisor's office will provide cellular phones.
- h. Permit the arrangement of the space, such as extra tables or chairs stored out of the way, to accommodate the required configuration of the voting room. If your facility has tables and chairs, permit the Supervisor's office the use of these items on Election Day. If your facility has kitchen amenities, allow poll workers access on Election Day.
- i. Remove any partisan and political messages or materials from your facility that would be viewed by a voter. Such materials cannot be displayed at a polling place on Election Day.
- j. Any operational cameras inside the polling room must be covered.
- k. Permit placement of election signage specific to the precinct at the entrance to the voting area on the grounds of the premises starting the day before and through Election Day.
- l. The supervisor of elections has legal authority to maintain order within the polling room and within 150 feet of the entrance to the polling room.

- m. The polling room shall remain open until officially closed by Supervisor personnel and the precinct tabulation is completed.
- n. The polling room shall be used exclusively for election business on Election Day. **No other activity shall take place in the polling room until poll workers complete the tabulation, close, and leave the Premises.**
- o. The Owner shall provide a secure storage area for election equipment from date of delivery to date of pick-up. The storage area shall remain locked (when possible) with access available only to designated election personnel.
- p. Inform the Supervisor's office in a timely manner of any changes in the contact information, access, or voting area.
- q. Permit voter solicitation by candidates or candidate designees, which will include posting political signs on the property outside the no-solicitation zone during polling hours.

7. Supervisor's Responsibilities:

- a. Deliver and pickup voting equipment and supply bags at prearranged times before and after each Election Day.
- b. Deliver and pickup large precinct signs, which will be placed at street entrance to the polling room.
- c. Remove all posted election signs within the facility and smaller directional signs from parking area after the polls close on Election Day.
- d. Return any furniture that was moved, for voting purposes, to its previous location after the polls close. In the event the furniture is too heavy for poll workers to move, the Supervisor's delivery crew will relocate furniture at the time voting equipment is picked up from the polling room.
- e. Provide all power cord and telephone line extensions needed to serve voters on Election Day.
- f. The Supervisor will repair any damage caused by a voter, poll worker or Supervisor's staff member or agent.
- g. Maintain security of facility by protecting any access security code(s) or key(s) provided to the Supervisor's office for the polling place.

 <hr/> Supervisor's Authorized Signature	2/28/2023 <hr/> Date
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Tammy Jones
 Printed Name of Supervisor

 <hr/> Owner's Authorized Signature	3/14/23 <hr/> Date
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Tim Campbell
 Printed Name of Owner