



Vote Center Facility Use Agreement

March 3, 2020 Presidential Primary Election

Facility Name:	Main Street Branch Library	Building/Room:	Blue Room
Facility Address:	525 Main Street	City/Zip:	Huntington Beach, CA 92648
Mailing Address:		City/Zip:	
Primary Contact:	Jose Aranda	Primary Phone:	714-374-5331
E-mail Address:	jose.aranda@surfcity-hb.org	Fax:	
Facility Contact:	Jose Aranda	Facility Phone:	714-374-5331
Emergency Contact:	Stephanie Beverage	Emergency Phone:	714-

This agreement allows Orange County Registrar of Voters, herein after referred to as the ROV, access and usage of the above-named facility with the following terms and conditions:

1. Facility Dates/Hours:

California Elections Code requires Vote Centers to be open from 8am-8pm from Saturday, 02/29/2020 to Monday, 03/02/2020 and from 7am-8pm on Election Day, Tuesday, 03/03/2020. Vote Center staff needs access to the facility one hour prior and up to one hour after voting hours. Please complete and indicate the Vote Center hours approved below.

Vote Center Dates	Vote Center Hours Requested	Vote Center Hours Approved
Saturday, 02/29/20	7am-9pm	7am-9pm
Sunday, 03/01/20	7am-9pm	7am-9pm
Monday, 03/02/20	7am-9pm	7am-9pm
Tuesday, 03/03/20	6am-9pm	6am-9pm

2. Equipment and Supplies: (See Addendum A.)

- ☒ Facility shall provide a secured storage area for voting equipment and supplies up to three days prior to the date requested, for the duration of the dates requested, and up to three days after the last date requested. (Required)
- ☒ Two six-foot tables and six chairs. (Optional)

3. Facility Requirements: (Please review and confirm all required items.)

- ☒ Restroom access for Vote Center staff.
- ☒ Air conditioning and/or heating in the voting area.
- ☒ Parking for voters and Vote Center staff.
- ☒ Functioning electrical outlets in the voting area.
- ☒ Sufficient inside and outside lighting.
- ☒ Early access at pre-arranged dates/times for site visits.
- ☒ Vote Center staff access one hour before and one hour after voting hours.
- ☒ No other events or activities scheduled in the voting room area during the dates reserved.

4. Facility Access: (Please review and select all that apply.)

- ☒ *Key or Badge access required.
- ☐ *Parking passes required.
- ☒ *Alarm Code access required.

*Facility will provide key/badge access, parking passes and alarm code to Vote Center staff.

APPROVED AS TO FORM

By:  **MICHAEL E. GATES**
CITY ATTORNEY
CITY OF HUNTINGTON BEACH



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5. Facility Use Payment: *(Please review and select only one check box below.)*

- ☒ Facility agrees to waive payment and donate the facility usage as a service to the community.

Authorized agent initial here. _____

- ☐ The ROV agrees to pay the above-named facility \$_____ per day for _____ days. The payment includes 4 days for use as a Vote Center and 2 additional days for setup and take down.

Payee name: _____ Payee address: _____

6. Additional Information: *(Please review and initial.)*

- ☒ No cancellations or room changes, only in the event of a natural disaster or unforeseen building structural damage. The voting room and secured storage location should remain the same throughout the dates requested and voting period.

Authorized agent initial here. _____

- ☒ At any time and without reason, the ROV may revoke this request and not use the above-named facility.

Authorized agent initial here. _____

- ☒ A contracted transportation company will coordinate the equipment delivery and pick-up directly with your facility. ROV staff will contact the facility by email 2-3 weeks before the first date requested to confirm details.

Authorized agent initial here. _____

7. Certificate of Self-Insurance:

The County of Orange will provide a Certificate of Self-Insurance.

- ☒ Please check if you are requesting to be added as additional insured. If so please provide the request in writing on your organization's letterhead and submit with this form.

8. Indemnity Agreement:

The County of Orange shall indemnify, defend, save, and hold harmless the owners of said property, their officers, agents, and employees, or any of them from and against any judgment, loss, damage, liability, cost, charge, expense or attorney's fees arising out of the designation and utilization of the Facility as a Vote Center, except to the extent such claims arise through the sole negligent act or omission of the owner of said Facility. Orange County Registrar of Voters is responsible for staffing all vote-related activities at the Vote Center and for the security of the ballots.

This Indemnity obligation shall not be limited by the types and amounts of insurance or self-insurance maintained by the County of Orange or owner. Nothing in this Indemnity obligation 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. This Indemnity obligation shall not be construed so as to relieve any insurer of its obligation to pay any insurance proceeds in accordance with the terms and conditions of valid and collectible insurance policies. This indemnification is secondary to any available primary insurance or coverage.

THE ABOVE SITE INDEMNITY AGREEMENT APPLIES TO ELECTIONS CONDUCTED BY ORANGE COUNTY REGISTRAR OF VOTERS.

9. Terms and Conditions:

No alteration or variation of the terms of this contract 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 county unless authorized by county in writing.

I have read and understand the terms and conditions of this Vote Center Facility Use Agreement. I am authorized to approve usage of the above named facility. I understand that there are no cancellations, only in the event of a natural disaster or unforeseen building structural damage. I approve access and usage for the facility to be used as a Vote Center location and open to the public for the dates and times specified above during the March 3, 2020 Presidential Primary Election.

Oliver Chi, City Manager

PRINTED NAME AND TITLE OF AUTHORIZED AGENT

SIGNATURE AUTHORIZED AGENT

DATE



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Addendum A - Equipment Delivery and Pickup Information

Vote Center equipment will be delivered up to three days prior to the date requested, and picked up within three days after the last date requested. Please complete the information below.

Facility Primary Contact Info:

Please provide the name, phone number and email address of the primary facility contact person who will be accepting delivery of the Vote Center equipment (if different than page 1).

Contact Name:	Jose Aranda	Phone Number:	714-374-5331	Email Address:	jose.aranda@surfcity-hb.org
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Equipment Delivery Info: (Please review and select only one check box below.)

Vote Center equipment deliveries will begin Wednesday, 02/26/20 and continue through Friday, 02/28/20. Please provide all available delivery hours for each day.

Wednesday, 02/26/20	between 10:00am and 5:00pm
Thursday, 02/27/20	between 10:00am and 5:00pm
Friday, 02/28/20	between 10:00am and 5:00pm

- ☒ Facility will allow equipment to be set up at the time of delivery. There are no other events occurring in the reserved voting room. The room will be cleared of any and all other items besides pre-arranged tables and chairs, if applicable.
- ☐ Facility will not allow equipment to be set up until the date the Vote Center opens. The equipment will be securely stored in the following location until Vote Center staff arrives on the first date requested:

Equipment Pick Up Info: (Please review and select only one check box below.)

Vote Center equipment will be scheduled to be picked up from Wednesday, 03/04/20 through Friday, 03/06/20. Please provide all available pick up hours for each day.

Wednesday, 03/04/20	between 10:00am and 5:00pm
Thursday, 03/05/20	between 10:00am and 5:00pm
Friday, 03/06/20	between 10:00am and 5:00pm

- ☒ Equipment can remain in the reserved voting room at the end of Election Day until pickup occurs.
- ☐ Equipment cannot be left in the reserved voting room at the end of Election Day. All equipment must be moved and stored in the following location:

Special Instructions:

Please note any special instructions regarding Vote Center equipment delivery and pickup.

I have read and understand the terms and conditions of this Vote Center Facility Use Agreement. I am authorized to approve usage of the above name facility. During the March 3, 2020 Presidential Primary Election, I understand Vote Center equipment will be delivered up to three days prior to the first date requested and must be stored in a secured location. I understand Vote Center equipment will be picked up within three days after the last date requested.

Oliver Chi, City Manager

PRINTED NAME AND TITLE OF AUTHORIZED AGENT

SIGNATURE AUTHORIZED AGENT

DATE



City of Huntington Beach

2000 Main Street ♦ Huntington Beach, CA 92648
(714) 536-5227 ♦ www.huntingtonbeachca.gov

Office of the City Clerk
Robin Estanislau, City Clerk

December 2, 2019

Imelda Carrillo, Election Services Manager
Orange County Registrar of Voters
1300 S. Grand Avenue, Bldg. C
Santa Ana CA 92705

Re: Additional Insured Request for Vote Center Facility Use Agreements in Huntington Beach

The City of Huntington Beach would like to be added as additional insured (see attached) for Vote Center Facility Use Agreements on the following properties:

Huntington Beach Civic Center, Meeting Room B-7
2000 Main Street, Huntington Beach CA (4-Day Vote Center)

Main Street Branch Library, Blue Room
525 Main Street, Huntington Beach CA (4-Day Vote Center)

Edison Community Center, Studio
21377 Magnolia Street, Huntington Beach CA (4-Day Vote Center)

Huntington Beach Central Library, C/D Room
7111 Talbert Street, Huntington Beach CA (11-Day Vote Center)

Rodgers Senior Outreach Center, Auditorium
1706 Orange Avenue, Huntington Beach CA (11-Day Vote Center)

Staff will be seeking City Council approval of the Agreements on December 16, 2019, and following execution by the authorized agent, will forward to your attention.

Please contact me if you have questions.

Sincerely,

Robin Estanislau
City Clerk

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Sister Cities: Anjo, Japan ♦ Waitakere, New Zealand



COUNTY OF ORANGE
CERTIFICATE OF SELF-INSURANCE

Office of Risk Management, 600 W. Santa Ana Blvd., Ste. 104, Santa Ana, CA 92701

Coverage: This is to certify that the County of Orange is self-insured for the following coverage:

Type of Coverage	Self-Insurance Limit
General Liability: Bodily Injury and Property Damage	\$2,000,000

Terms, Conditions and Special Items:

The provisions under General Liability, above, shall apply only with respect to claims arising out of the negligent acts or omissions of the County of Orange, its officers, agents and employees or any other person under its direction and control.

Cancellation:

Should any of the above described self-insured coverages be modified or cancelled before the expiration date shown below, the County of Orange will provide 30 days written notice to the named certificate holder.

Indemnified Parties:

Huntington Beach City School District

Certificate Holder:

Huntington Beach City School District
20451 Cramer Lane
Huntington Beach, CA 92646

ATTN: Pam Ogdon

RE: Election Polling Place for Statewide Primary 6/5/18
and General 11/6/18 Election

Date: Statewide Primary Election - 05/26/18 - 06/15/18
General Election - 10/27/18 - 11/16/18

Certificate Effective Date: 05/26/18

Certificate Expiration Date: 11/17/18

Rhonda Marshall

Manager, Risk Management
(714) 285-5500

Date Certificate Issued: 07/12/17