

REQUEST FOR USE OF SCHOOL FACILITIES

Name of Organization: Columbia County Board of Elections Number of persons in group: _____

Name, address, and telephone number of person(s) responsible for this group: 401 State St
Hudson NY 12534

School requested (check one):	Room requested (check one):	Additional Equipment Needed:
High School <input checked="" type="checkbox"/>	Kitchen _____	<u>Tables + Chairs per layout</u>
Elem/Middle School _____	Cafeteria _____	_____
Primary School _____	Library _____	_____
	Gymnasium <input checked="" type="checkbox"/>	_____
	Auditorium _____	
	Athletic Field _____	
	Classroom(s) _____	
	Other Area _____	

Activity to be held: Elections - please refer to Jan 19th letter for dates. Please note Special Election is April 24, 2018 5am - 11pm

Please complete the following:

DAY	START DATE	STOP DATE	TIME START	TIME STOP
MONDAY	<u>4-24-18</u>	<u>4-24-18</u>	<u>5am</u>	<u>11pm</u>
<u>TUESDAY</u>	<u>6-26-18</u>	<u>6-26-18</u>	<u>NOON</u>	<u>9pm</u>
WEDNESDAY				
THURSDAY				
FRIDAY	<u>9-11-18</u>	<u>9-11-18</u>	<u>NOON</u>	<u>9pm</u>
SATURDAY				
SUNDAY	<u>11-6-18</u>	<u>11-6-18</u>	<u>5am</u>	<u>11pm</u>

- I agree to the following terms and conditions: * See attached letter *
- I agree to comply with all district policies, procedures, rules and regulations pertaining to building/property use. (Complete rules are available in Central Office.)
 - Our organization assumes any and all risk while on school grounds, and, indemnifies and releases the school district, its Board of Education, its employee, officers, agents and assigns, from any and all liability whatsoever regardless of cause as an absolute term of this facilities use.
 - I have attached a certificate of liability insurance with Kinderhook Central School District as an additional named insured on my insurance policy.
 - I further guaranty that I have been duly and properly authorized by the Organization to bind the organization to this agreement.
 - ALL FORMS SHOULD BE SUBMITTED TO MAINTENANCE ONE WEEK BEFORE REQUESTED USE OF FACILITIES.**

[Signature] [Signature] 2/13/18
 Signature of responsible person Date

[Signature] 3-9-18
 Approved Date

Copies: White – Principal *Yellow – Building Custodian* Pink – Maintenance Office *Goldenrod – Organization



COLUMBIA COUNTY BOARD OF ELECTIONS

401 State Street, Hudson NY 12534
Tel: (518) 828-3115 / Fax: (518) 828-2624
www.columbiacountyny.com/elections
elections@columbiacountyny.com

Democratic Commissioner
Virginia S. Martin

Democratic Deputy
Diane Boice-Yorck

Republican Commissioner
Jason J. Nastke

Republican Deputy
Kathy Harter

January 19, 2018

Attn: Michael Vanyo, Superintendent
Poll Site: Ichabod Crane High School
2910 Route 9
Valatie, NY 12184

Re: 2018 Elections and poll site needs

Dear Poll Site Facility Owner/Manager, Superintendent Vanyo:

The 2018 political calendar will include three to four elections. The poll sites that you oversee will potentially be needed for up to four depending upon your Assembly District and/or parties holding primaries. Below are the election dates for the year.

Special Election, ^{4-24-18 (5am - 11pm)} (70 - 80 days following the Governor calling for the election, and only in the 102nd and 107th Assembly Districts, where there are current vacancies).

Federal Primary Election, Tuesday, June 26, 2018

Polls open from noon – 9pm

This election will be for voters belonging to political parties having primary races to select candidates for federal level offices (US Senator, Representative in Congress).

State and Local Primary Election, potentially*, Tuesday, September 11, 2018

* date is subject to change by the Legislature

Polls open from noon – 9pm

This election will be for voters belonging to political parties having primary races to select candidates for state and local level offices (Governor, State Senator, County Clerk, Town Justice, etc.).

General Election, Tuesday, November 6, 2018

Polls open from 6am – 9pm

The poll workers will be arriving at the poll sites at 5am and leaving sometime between 9:30 and 10pm.

Know that the 2017-2018 poll site insurance riders that we carry for each facility are current.

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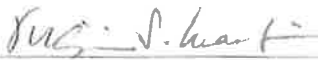
About Scheduling and Poll Site Custodians

A Delivery and Pickup Schedule for the voting machines will be sent to you and to each poll site custodian before each election in which the voters from your poll sites are eligible to vote. There will be one or more custodians, and his/her phone numbers will be listed. The custodians are responsible for:

- Interfacing with the facility owners/managers;
- borrowing keys from the facility owners/managers;
- meeting the county truck for the machine delivery;
- setting up the poll site per an ADA-compliant planned layout;
- opening the site for the poll workers on election day;
- securing the site at the end of election day;
- meeting the trucks for the machine pickup;
- returning the poll site to its usual facility layout; and
- returning the facility keys to the owners/managers.

Please feel free to call if you have any questions.

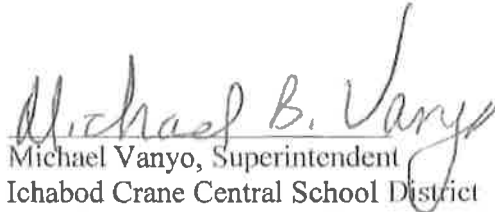
Please keep this original for your records and send back the enclosed copy by February 20th with your dated signature for our records. Thank you!



Virginia S. Martin
Election Commissioner, Democrat



Jason J. Nastke
Election Commissioner, Republican


Michael Vanyo, Superintendent
Ichabod Crane Central School District

2/19/18
Date