



Registrar of Voters • 2724 Gateway Dr. • Riverside, Ca. • 92507 • 951-486-7341 • fax 951-486-7320 •

* (Contact Name)
* (Facility Name)
* (Mailing Address)
* (City, CA. Zip code)

In an effort to prepare for upcoming elections, we are requesting your assistance in helping our office identify available polling places throughout Riverside County. We would appreciate it if you would please read the balance of this letter, print and complete the required information fields, respond to the questions, sign and date at the bottom, and return by fax to 951-486-7320 or mail to the address listed above. **If use of your facility is required, we will contact you by mail approximately 40-60 days prior to each of the noted elections.**

If your facility is used as a Polling Place, voting equipment, tables and chairs (if requested) will be delivered **approximately 7 days** prior to the election and scheduling arrangements for equipment delivery will be made with you by our contracted carrier. Please identify a secure area for voting equipment storage. Equipment will be picked up within one week following the election. You will also be contacted by the Inspector (lead Pollworker) for your site with whom arrangements will be made for access to set-up equipment (the day prior to the election), and to open and secure the facility on Election Day.

Facility must be accessible from 6:00 am - 9:00 pm on Election Day, and for approximately one half hour the day before the election, (election board will schedule with facility manager).

Should you at any time have a question or concern regarding use of your site as a Polling Place, please do not hesitate to contact the Election Officer and Polls Division of the Registrar of Voters Office at 951-486-7341 or 1-877-663-9906 (toll free).

On behalf of the registered voters of the County of Riverside, please accept our thanks for your consideration in allowing the use of your facility for the voters of your community on Election Day.

I give my permission for the use of:

* (Facility Name)
* (Cross Street or Type of Room)
* (Address of Facility)
* (City, CA, Zip Code)

\* Please initial the appropriate box for election date.

Election Date	Facility use Authorized	Facility use Not Authorized	Secure location to place Edge Voting Units
November 6, 2007			
February 5, 2008			

\* Please check one of the following options:

Our facility will provide one 6'-8' table and 4 chairs.	<input type="checkbox"/>
Please deliver table and chairs to this facility.	<input type="checkbox"/>

as a Polling place for the election(s) noted at right.

I further authorize the use of the telephone at this location for official Election Day use only. Local, or toll free calls only.

\* The phone number to be used on Election Day is: \_\_\_\_\_

* Name (printed)	* Title:
* Signature:	* Phone #:
* *Emergency contact:	* Phone #:
* After Business Hours Phone:	* Fax #:

All results will be posted at each Polling Place. It is recommended to leave posted for 48 hours.

\*This is the person and phone number the Registrar of Voters will use in an emergency (Election Day access, etc.)

**\* Information Required**