

# GEAUGA COUNTY BOARD OF ELECTIONS



Members:  
Edward Ryder, Chair  
Janet M. Carson  
Dennis M. Pavella  
Joan A. Windnagel

Deborah M. Reiter, Director  
Dorothy M. Stange, Deputy Director

470 Center Street  
Building 6-A  
Chardon, OH 44024  
Phone: 440-279-2030  
Fax: 440-285-0959

## CONTRACT FOR ELECTION DAY POLLING LOCATION

The Board of Elections of Geauga County, Ohio, hereby requests the use of necessary space of:

**LOCATION: Russell Town Hall, 14890 Chillicothe Rd., Russell Township**

on **Tuesday, November 7, 2017** from **5:30 a.m. to approximately 9:00 p.m.**, for the purpose of conducting the Special Election. The voting booths, tables and chairs, should be placed in the proper location **PRIOR** to the day of the election. We will need access to the building(s) prior to and following the election for the placement and storage of the privacy booths and other election equipment. Each precinct will need 2 large tables and 4 chairs. A telephone must be available for our poll workers during these hours. Please be sure to note the phone number so that we may contact the poll workers if necessary during the day.

Deborah M. Reiter, Director

Edward M. Ryder, Chair

"Upon Application of the Board of Elections, the authority which has the control of any building or grounds supported by taxation under the laws of this state, shall make available the necessary space therein for the purpose of holding elections and adequate space for the storage of voting booths, without charge for use thereof. A reasonable sum may be paid for necessary janitorial service". Per O.R.C. 3501.29. Per O.R.C. 3501.30 and 3501.35 election campaigners must stay outside the flags (placed 100-foot from the polling location entrance) and there shall be no loitering, or congregating within the 100-foot neutral zone on Election Day.

### Detach here.

**Please be mindful of the parking needs for the voters on Election Day and limit other events.**

### **Sign & Return to:**

Geauga County Board of Elections  
470 Center St., Bldg. 6-A  
Chardon, Ohio 44024

We have received your notification of the **November 7, 2017** Special Election and our building(s) will be open and available to you and our staff will have the proper chairs, tables and phone available for your use.

**PRECINCT: Hunting Valley Vill. & Russell Twp. A, C**

**LOCATION: Russell Town Hall, 14890 Chillicothe Rd., Russell Township**

\*\*\*\*\*THE BUILDING MUST BE OPEN AT 5:30 A.M. \*\*\*\*\*

The person **OPENING** the building at 5:30 will be: YOU HAVE KEY (ALSO AVAILABLE @ ADMIN BLDG)

Name

440-338-8155  
216-554-1094

Address

Home phone and Cell Phone (if available)

If the above cannot be reached, PLEASE CALL:

CHARLES WARDER

440-338-7783  
BRITANNY TOWNSEND

Emergency contact name and Phone number of person available after 8:00 p.m. on Election Day

The phone number of the available phone nearest the polling tables: (440) 338-7784

The room assigned to each precinct: MAN ROOM

CHARLES E. WARDER

Print Name

Authorized Signature

Date

10/20/17

The person and phone number to contact to set up delivery of the voting equipment is: Your Key