

McClain County Election Board
Karen Haley, Secretary * Tenna Garrett, Asst. Secretary
121 N 2nd Ave * Purcell, OK 73080
Phone (405) 527-3121 * Fax (405) 527-3947
Email: mcclaincounty@elections.ok.gov

For the use of Facility by McClain County Election Board

This facility has agreed to provide a voting area for voters registered in the precinct boundary district in McClain County. The McClain County Election Board will conduct Federal, State, County, Municipal, and School elections as set by the State of Oklahoma at this location.

The facility must be accessible to the assigned Precinct Officials no later than 6:00 a.m. on Election Day. (Oklahoma Election Days are held on Tuesdays). The officials will occupy the facility until 8:00 p.m. (time subject to change). Election Day polls are open to voters from 7:00 a.m. to 7:00 p.m. All voters waiting in line at 7:00 p.m. will be allowed to vote.

Any person except election officials and other persons authorized by law who remains within 50 feet of any ballot box while an election is in progress shall be deemed guilty of a misdemeanor.

Election supplies such as, ballot box, voting booths, and privacy screens will be stored at this facility; if not, arrangements can be made for delivery on Monday before Tuesday's election. The facility must be available to Precinct Officials on this Monday to be allowed to set up voting areas. Precinct Officials will be respectful and mindful of said facility. Precinct Officials will remove all supplies and items brought in on Election Day. Precinct Officials are not required to sweep, vacuum, or mop the voting area before leaving the facility.

The Emergency Contact Person(s) must be available to answer calls in case of an emergency during the following times:

- *Monday before Election Day 9:00 a.m. to 7:00 p.m.
- *Tuesday Election Day from **6:00 a.m. to 8:00 p.m.**

Please have the contact person(s) put the McClain County Election Board's contact information in their phone.

McClain County Election Board
Karen Haley, Secretary * Tenna Garrett, Asst. Secretary
121 N 2nd Ave 8 * Purcell, OK 73080
Phone (405) 527-3121 * Fax (405) 527-3947
Email: mcclaincounty@elections.ok.gov

The facility must immediately notify the McClain County Election Board of any changes in the facility that will affect Election Day such as; changing of locks on doors, construction and/or damage in election area, damage to plumbing or electricity in election area.

No changes shall be made in the location of the polling place fewer than 30 days before an election. When a change is made, the facility must notify the County Election Board as soon as possible before an election, and notice will be posted on the door of the former polling place on the day of the election.

The McClain County Election Board will provide the facility with a yearly list of Statutory Election Dates. The County Election Board will notify the facility by mail with a Notice of Election letter at least 30 days before every election.

This agreement shall commence on the said sign date and shall not expire except upon written request.

POLLING PLACE USAGE

Please type or print clearly

1. Name of Facility: _____
2. Facility Physical Address: _____

3. Voting Area: _____
4. Mailing Address: _____

5. Facility Contact Number: _____
6. Fax Number : _____

McClain County Election Board
Karen Haley, Secretary * Tenna Garrett, Asst. Secretary
121 N 2nd Ave 8 * Purcell, OK 73080
Phone (405) 527-3121 * Fax (405) 527-3947
Email: mcclaincounty@elections.ok.gov

7. Email: _____

8. **Primary Contact Person:** _____

Phone # _____ Email: _____

Alternate Contact Person: _____

Phone #: _____ Email: _____

9. **EMERGENCY CONTACT PERSON:** _____

Phone # _____ Phone # _____

Email: _____

10. **EMERGENCY CONTACT PERSON:** _____

Phone # _____ Phone # _____

Email: _____

11. A key to the facility has been provided to the McClain County Election Board: **YES** **NO**

12. Rental Fee \$ _____ Payee Name: _____

Mailing Address: _____

McClain County Election Board
Karen Haley, Secretary * Tenna Garrett, Asst. Secretary
121 N 2nd Ave 8 * Purcell, OK 73080
Phone (405) 527-3121 * Fax (405) 527-3947
Email: mcclaincounty@elections.ok.gov

I, the undersigned, understand the facility usage of the Polling Place Rental.

Please have two people sign this document.

NAME OF FACILITY

PRINT NAME

TITLE

SIGNATURE

DATE

PRINT NAME

TITLE

SIGNATURE

DATE

This Polling Place Usage shall commence on the said date signed and shall not expire except upon written request.