

**TOMPKINS COUNTY BOARD OF ELECTIONS**  
**2025-2028 POLL SITE AGREEMENT**

NAME OF POLLING PLACE \_\_\_\_\_

ADDRESS OF POLLING PLACE \_\_\_\_\_

MAILING ADDRESS OF POLLING PLACE \_\_\_\_\_

I, \_\_\_\_\_ (print name)

agree to provide space in the property listed above to the Tompkins County Board of Election to conduct Elections as follows:

**For 2025-2028 the space is needed for the following dates and approximate times:**

<b>2025:</b>		
PRIMARY ELECTION	JUNE 24, 2025	5:00 AM TO 10:00 PM
GENERAL ELECTION	NOVEMBER 4, 2025	5:00 AM TO 10:00 PM
<b>2026:</b>		
PRIMARY ELECTION	JUNE 23, 2026	5:00 AM TO 10:00 PM
GENERAL ELECTION	NOVEMBER 3, 2026	5:00 AM TO 10:00 PM
<b>2027:</b>		
PRIMARY ELECTION	JUNE 22, 2027	5:00 AM TO 10:00 PM
GENERAL ELECTION	NOVEMBER 2, 2027	5:00 AM TO 10:00 PM
<b>2028:</b>		
PRESIDENTIAL PRIMARY	TBD *	5:00 AM TO 10:00 PM
PRIMARY ELECTION	JUNE 27, 2028	5:00 AM TO 10:00 PM
GENERAL ELECTION	NOVEMBER 7, 2028	5:00 AM TO 10:00 PM

\*We will notify the person who authorized this agreement as soon as we know the 2028 Presidential Primary date.

**AUTHORIZATION:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

E-Mail address \_\_\_\_\_

Phone Number \_\_\_\_\_

The County of Tompkins shall hold the lessor harmless and shall defend and indemnify them from claims or any lawsuit brought against them for damages and injuries by third parties caused by the acts or omissions to act, of the County of Tompkins, the Board of Elections, and their employees.

**GENERAL CONDITIONS OF THIS CONTRACT:**

The facility must be open prior to the above referenced hours. TC BOE must have access to deliver and pick-up machines and supplies. (See page 2 for details.)

- a. Facility will have (name) \_\_\_\_\_ open and  
close building on Election Day **OR**
- b. Key will be provided to BOE on (date) \_\_\_\_\_ **OR**
- c. BOE has key \_\_\_\_\_

Adequate heat and light (both inside and outside) provided by the property owner.

Adequate space and set-up of table and chairs for the inspectors and the public must be provided.

Adequate parking must be provided for Inspectors and Voters.

If it snows, the facility will clear snow from parking lot and walkways. If not, will a shovel and salt be provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Any baked food sales or public events are to be scheduled in a separate area, away from voters, in a manner that will not interfere with the conduct of the election.

Either party reserves the right to revoke this agreement upon written notification to the other party no later than March 1<sup>st</sup> of that year.

Machines and voting booths will be delivered between 8:30 a.m. and 5 p.m. in the week prior to the date of the election. The machines and voting booths will be picked up between 8:30 a.m. and 5 p.m. on Wednesday following the election. *Note any special arrangements or instructions below:*

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Does the building have WIFI access (Y / N) If YES can we access the WIFI on Election Day?

**Access Code:** \_\_\_\_\_

Machines will be delivered to (specify location and room):

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After the election, pick machines up from: (Location):

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Please give the exact location of the poll site within the building and the entrance the voters should use on election day:

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**It is imperative that we have access to the poll site by 5 AM to set up for the election.**

If we can't get in the building for machine delivery or pick up, who should we contact:

**Name** \_\_\_\_\_ **Ph.** \_\_\_\_\_

For regular non-emergency contact:

**DURING BUSINESS HOURS:**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

**AFTER BUSINESS HOURS:**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Indicate if the following will be provided on site (P) or if needed (N):

Tables: (qty.) \_\_\_\_\_ Chairs: (qty.) \_\_\_\_\_ Signage \_\_\_\_\_ Other \_\_\_\_\_

Proof of Insurance is available upon request. Please email [acongdon@tompkins-co.org](mailto:acongdon@tompkins-co.org).