Ocean County Voting Machine Rental Procedure

- A Voting Machine Rental Request form must be submitted by an authorized official from the organization requesting a machine rental. The form needs to be filled out in its entirety (date/time, nature of election, location of election, number of machines required, contact person and phone number) and signed and dated. This form should be sent to:

Ocean County Board of Elections
Attn: Wyatt Earp, Secretary Commissioner
129 Hooper Ave
P.O. Box 2006
Toms River NJ 08754-2006

- Upon receipt, (within 10 working days) a staff member of the Board of Elections will contact the authorized official of the organization to discuss the availability of machines on the requested date(s). If approved by the Secretary Commissioner the organization will be formally notified.

- The authorized official must then forward the details of the election (offices to appear on the ballot, candidates' names, and any public questions to be voted upon) to a designated Election Board staff member. Also, an estimate of expected eligible voters is required to determine the amount of ballot activation cards to be delivered. This information must be submitted in a timely fashion in order to allow adequate preparation time to create the election.

- The Voting Technology Center (VTC) will then coordinate all functions necessary to ensure the prompt delivery of voting machines on the required date. This shall include creating the ballot design, performing Logic & Accuracy testing and scheduling the delivery/pick up of said voting machine(s). Staff members from the VTC will provide the authorized official with instructions on proper use of the machine(s) upon delivery. The VTC is available for machine support during regular business hours.

Voting Machine Rental Cost

- Rental of (1) voting machine for (1) day is **$250.00.** This charge includes the following: election programming and testing, delivery/pickup of machine, and instructions on use of machine. **In the event the organization seeking voting machines requires a ballot face outside of what is included in said costs, an additional pass through cost to program machines will incur from the Voting Machine Vendor. Price for programming will be set by Voting Machine Vendor**. Additionally, election/support machine troubleshooting will be provided by the Voting Technology Center during normal business hours, 8:00am – 4:30pm.
  Any calls for service outside this time frame will incur the hourly rate charge for the machine technician dispatched with a minimum of (1) hour charged. Every pack of ballot activation cards (250 cards) opened to conduct the election will cost **$75.00**.

  <u>Potential Additional Charges</u>

  $100.00 for each added machine(s) for the same programmed election.
  $50.00 for each additional day of use for same programmed machine(s).
  $75.00 one-time fee for resetting/reprogramming machines onsite due to a "runoff election."

Additional Notes

1.) Organizations who rent voting machines are responsible for ensuring proper storage and security of voting machines while in their care.
2.) Any missing machine keys, machine privacy curtains etc. will incur a replacement cost.
3.) The Board of Elections does not provide "Board workers" for outside organization elections.