

# **Voting Machine Rentals**

## **Procedure**

- A Voting Machine Rental Request form must be submitted by a responsible official of the organization. This form should include the date, time, nature of election, location of the election, number of machines required, contact person and phone number. 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 previously aforementioned official to discuss the availability of machines on the requested date/dates. If approved by the Secretary-Commissioner the organization will be formally notified.
- The responsible official must then forward the details of the election, such as offices to appear on the ballot, candidate names, and any public questions to be voted upon. *This information must be submitted in a timely fashion in order to allow adequate preparation time of the ballot.* This information should be addressed to:

**Ocean County Clerk's Office**  
**Attn: Scott M. Colabella, Deputy County Clerk**  
**118 Washington St.**  
**P.O. Box 2191**  
**Toms River NJ 08754-2191**

(A copy of this letter should also be sent to the Board of Elections)

- The Voting Technology Center will then coordinate all functions necessary to ensure the prompt delivery of voting machines on the required date. This shall include preparing the election program from the ballot design, hanging ballots, performing pre-lat, and scheduling the delivery/pick-up of said voting machines. Staff members from the Voting Technology Center will provide the responsible official, upon delivery of the voting machine, with instructions for use. The Technology Center staff is available for machine support during regular business hours.

## VOTING MACHINE RENTAL POLICY

<b>Rental of one (1) voting machine for one (1) day election:</b>	\$100.00
<p>This charge includes the following: One (1) ballot face, programming, set-up, delivery, &amp; instructions on use of machine to responsible outside party. Additionally, election support/machine troubleshooting will be provided by the Voting Technology Center during normal business hours, 8AM to 4:30PM. Any calls for service outside this time frame will incur the hourly rate charge for the Technician dispatched with a minimum of one (1) hour charged.</p>	

### Additional Charges:

Added machines for the same programmed election:	\$50.00 per machine
Additional days of use for same programmed machine(s):	\$25.00 per day, per machine
Clearing/Reprogramming On-site for a “runoff” election:  <i>Note:</i> The same ballot face will be utilized with labels covering eliminated candidates.	\$50.00 per election
Mileage (outside of Ocean County):	County established mileage rate will be charged. The mileage calculation will begin at the Voting Technology Center, 110 Lehigh Ave., Lakewood, NJ and include roundtrip delivery.

### Special Notes:

- ❖ Renters are responsible for ensuring proper storage and security of voting machines while in their care.
- ❖ The Board of Elections does not provide “Board Workers” for outside election requests.
- ❖ Any missing cartridges and/or keys will be charged current replacement cost from Sequoia Voting Systems.

# OCEAN COUNTY BOARD OF ELECTIONS

## VOTING MACHINE RENTAL REQUEST

Organization Information					
Organization Name					
Contact Official					
Phone					
Fax					
Email					
Organization Address					
Signature of Official					
Rental Details					
Date of Election					
Time of Election					
Location of Election					
Number of Machines Requested					
Reason for Election					
Office Use Only					
Date Request Received					
	Approved			Denied	
Reason for Denial					
Approved By					
Date					

**Please Submit Request To:** Ocean County Board of Elections  
 Attn: Wyatt Earp, Secretary Commissioner  
 129 Hooper Avenue  
 P.O. Box 2006  
 Toms River, New Jersey 08754

(Office Phone) 732-929-2167 (Toll Free) 800-452-5254 (Fax) 732-506-5110 (Email) ocelelectionboard@co.ocean.nj.us