

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (“License”) is made and entered into as of the 11th day of January, 2018, between DEBORAH CLARK, Supervisor of Elections, Pinellas County, Florida, hereinafter referred to as “Licensee”, and the City of Tarpon Springs, Pinellas County, Florida, hereinafter referred to as “Licensor.”

WITNESSETH:

1. **PREMISES.** Licensor hereby grants to Licensee the right to use of portions of the following described properties to establish a branch Supervisor of Elections office for the limited purposes set forth herein:

- Tarpon Springs Public Library
138 E Lemon St,
Tarpon Springs, FL 34689

2. **USE.** Licensee shall utilize the Premises for the establishment of a branch Supervisor of Elections’ office (“branch office”). The branch office shall be specifically limited to use as an absentee ballot drop off site. The ballot drop off site shall be an area within (inside) the Premises near the main entrances. The drop off site shall be in an area easily accessible and visible to voters. The Licensor agree to allow the Licensee to display/store a ballot box, small table and chair. The Licensor agrees to provide air conditioning and rest room access for Licensee’s agents. The Licensor agrees to provide the Premises as a ballot drop off location for the following specific dates and times:

August 28 – Primary Election

- August 18 – August 27, 2018
- Monday-Friday, 10 a.m. – 5 p.m.
- Saturday, 10 a.m. – 4 p.m.

November 6 –General Election

- October 22 – November 5, 2018
- Monday-Friday, 10 a.m. – 5 p.m.
- Saturday, 10 a.m. – 4 p.m.

The Licensor agrees to provide access to the ballot drop off premises by Licensee's agents 15 minutes prior to/after the times set forth above. The Licensor agree to provide access to the ballot drop off site by our Licensee's agents for delivery/pick up of the ballot drop off box the Thursday or Friday before the beginning date above and the Wednesday or Thursday following the end date above (between 10 a.m. – 5 p.m.).

3. **IMPROVEMENTS AND MAINTENANCE.** Licensee shall make no permanent or structural changes or alterations to the Premises or any part thereof.

4. **TERM AND TERMINATION.** The term of this License shall commence on August 18, 2018 and terminate on November 6, 2018.

5. **LICENSE FEE.** As consideration for the use of the Premises as a branch Supervisor of Elections office, Licensee agrees to pay Licensor a total sum of \$100, the receipt and sufficiency of which is hereby acknowledged by the Parties.

6. **SIGNS.** No permanent signage of any kind shall be permitted by Licensee on the Premises.

7. **ASSIGNMENT.** Licensee shall not assign or sublicense this License or any rights granted hereunder without the prior written consent of Licensor.

8. **OBSERVANCE OF LAWS.** Licensee agrees to observe and comply with all laws, rules, requirements, orders, directives, codes, ordinances and regulations of any and all government authorities or agencies with legal jurisdiction regarding the use or occupancy of the Premises during the term of this License.

9. **AMENDMENT OF THE LICENSE.** This License may be amended only by mutual written agreement of the parties hereto.

10. **CONTACT INFORMATION.**

A. For Licensor:

First Contact: Cari Rupkalvis 727-943-4922 ext. 6012
Library-related inquires

Second Contact: Judy Staley, 727-938-3711 ext. 2275
City-related inquires

B. For Licensee:

- Jeff Mendes, Linda Cahil 464-6110
Contact if an employee *mistakenly* accepts a ballot and/or you find ballots in your drop boxes and we will send an agent to pick them up
- Ken Lanphar, 464-6108
All other inquires

< SIGNATURE PAGE FOLLOWS >

IN WITNESS WHEREOF, the parties have executed this License Agreement as of the date set out above.

WITNESSES:

Louise Fidler
[Signature]

LICENSEE: DEBORAH CLARK

By: [Signature]
Print Name: Ken Lanphar
Print Title: Election Administrator

LICENSOR: City of Tarpon Springs

Mark LeCouris
City of Tarpon Springs

WITNESSES:

By: _____
Print Name: _____
Print Title: _____