



Leslie R. Swan
Indian River County Supervisor of Elections

VoteIndianRiver.gov

4375 43rd Avenue
Vero Beach, FL 32967
772-226-4700

Intergenerational Recreation Center
1590 9th Street SW
Vero Beach, FL 32962

To Whom this May Concern,

The Indian River County Supervisor of Elections would like to sincerely thank you for your interest in serving our community as an early voting polling location. We value our partnership with the Intergenerational Recreation Center.

In even years, polling locations host the August Primary Election and the November General Election. During presidential election years, a third election is held in March, which is the Presidential Preference Primary. In odd years, there will not be an election held at your location. Enclosed with this letter you will find the Facilities Agreement, as well as the Contact Sheet. We would be most appreciative if you would please complete both forms and return at your earliest convenience.

In 2026, there are two scheduled early voting periods:

Early Voting Dates

August 8 – August 15, 2026 – Primary Election

October 19 – October 31, 2026 – General Election

The election equipment and supplies are delivered on the Friday prior to the beginning of the early voting period and are picked-up the following Monday after early voting has ended. The Supervisor of Elections will coordinate with you regarding a convenient time to set-up the election equipment on the Friday before early voting begins. Once the election workers have set-up the room, we ask that no one have access to the room until after the early voting period is completed.

During early voting, the poll workers will need to have access to the polling room at 7:00 a.m. Most polling locations provide us with a key while others have a point of contact who is on site to open the facilities at 7:00 a.m. for the election workers; it is up to the polling location to determine what is most convenient.

Thank you again for serving as a polling location throughout the years and we are looking forward to continuing our relationship in the future. Should you have any questions, please feel free to reach out to the Election Worker Coordinator, Jenny Obergfell at 772-226-4720.

Sincerely,

Leslie R. Swan
Supervisor of Elections
Indian River County

Jenny Obergfell
Election Worker Coordinator

Enclosures

AGREEMENT for 2025 - 2026

Re: Use of Facilities as Polling Place

THIS AGREEMENT, made this 2nd day of May 2025, by and between the INDIAN RIVER COUNTY SUPERVISOR OF ELECTIONS (Hereafter SUPERVISOR), and the Intergenerational Recreation Center (Hereafter PROVIDER),

WITNESSETH:

WHEREAS, polling in Indian River County has traditionally been held in places such as churches, community centers, and civic organization buildings; and

WHEREAS, orderly administration dictates that a contract for the use of these facilities be entered into between the SUPERVISOR and the PROVIDER;

NOW, THEREFORE, for and in consideration of the mutual covenants and other good and valuable consideration, the receipt of which is hereby acknowledged, SUPERVISOR and PROVIDER agree as follows:

1. PROVIDER shall allow the SUPERVISOR the use of its facilities as an early voting polling place for the scheduled early voting periods of:

August 7 - August 16, 2026 - Primary Election

October 16 - November 1, 2026 - General Election

Any Special Elections

2. PROVIDER shall provide the SUPERVISOR access to the facilities for the placement and removal of voting machines and other related equipment beginning one week before and ending one week after each early voting. The Supervisor of Elections shall have access to the location for set up prior to the commencement of the early voting period and sole occupancy until the Election Board has completed all procedures.
3. SUPERVISOR shall cause to be issued general liability insurance in the amount \$200,000/\$300,000 covering "all elections at all polling places that are held during the above-described period."

IN WITNESS WHEREOF, SUPERVISOR and PROVIDER have entered into this agreement on the first date above written.

PROVIDER:

By _____

INDIAN RIVER COUNTY, FLORIDA
SUPERVISOR OF ELECTIONS

Jessie R. Suter

Polling Place Contact Information

**Early Voting Polling Location :
Intergenerational Recreation Center**

Please complete the information below; then return to us with the completed Agreement.
(Please print clearly)

- Main Contact Person: _____

Telephone # (s): Office: _____

Home: _____

Cell: _____

Email: _____

- Secondary Contact Person: _____

Telephone # (s): Office: _____

Home: _____

Cell: _____

- Is there any upcoming construction at your location? Yes ____ No ____
- Who is responsible for the moving of furniture, etc. to make room for the polling room set up?
Polling Location _____ OR Elections Office _____
- Will the Elections Office be given a key and alarm code to your location? Yes ____ No ____
- If the Elections Office is not provided a key and alarm code, will the Contact Person listed, provide access to the Elections Office staff every day of early voting by 7:00 a.m.? Yes ____ No ____

**If the contact person is letting the Elections Office staff into the location,
you must fill out the Emergency Contact Person Information below:**

- Emergency Contact Person: _____

Telephone # (s): Office: _____

Home: _____

Cell: _____