



# TOWN OF BOW

Office of the Town Manager, 10 Grandview Rd., Bow, NH 03304 | Phone (603) 223-3910  
Parks and Recreation Dept., 3 Bow Center Rd., Bow, NH 03304 | Phone (603) 223-3920  
Website [www.bownh.gov](http://www.bownh.gov)

## *Key Issuance Form for Renting a Town Building*

**Facility (circle one):** Old Town Hall | Community Building | Bow Bog Meeting House | One Room School House

**Keyholder / Renter Name (First, Middle Initial, Last):** \_\_\_\_\_

**Company / Organization (if applicable):** \_\_\_\_\_

**Date(s) and times** you are scheduled to use building: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone 1:** \_\_\_\_\_ **Phone 2:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**\*\* Please put trash in trash bin outback and the recycling in the recycling bin outback\*\***

**Key Issue Agreement:** In return for the loan of this key, I agree: 1) not to make any attempts to copy, alter, duplicate or reproduce the key; 2) to use the key for authorized purposes only; 3) to safeguard and store the key securely; 4) to immediately report any lost or stolen keys; and 5) to produce or surrender the key upon official request. I also agree that if the key is lost, stolen or not surrendered when requested, I will pay all costs assessed by the Town for changing any and all locks for the Facility.

**Keyholder/Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **FOR TOWN USE ONLY**

DATE ISSUED \_\_\_\_\_ KEY ISSUED (Primus Code/Key #): \_\_\_\_\_

Issue Type:  One-time rental  Annual organization use

BY (Print Name) \_\_\_\_\_ (Title) \_\_\_\_\_

Authorizer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

DATE RETURNED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

KEY NOT RETURNED (explain circumstances) \_\_\_\_\_