

Town of Bow Policy Statement



Key Control for Renting a Town Building

Policy No.: 16-01
Issued by: David Stack, Town Manager
Effective date: April 1, 2016

OBJECTIVE

To encourage all staff, Town officials and community members to take responsibility for ensuring building security by complying with the key control measures outlined in this policy. Cooperation and compliance with this policy is necessary.

GENERAL STATEMENT

The key control policy is established for the purpose of promoting accountability by staff, Town officials and community members when using community buildings, and for maintaining a comprehensive system to efficiently manage the dissemination of keys to the Old Town Hall, the Community Building, the One Room School House, and the Bow Bog Meeting House (referred to individually as “the Facility”). Persons using a Facility are referred to as “Renter”, regardless of whether rent is required to be paid.

GUIDELINES

1. Picking Up a Key

Up to 3 business days prior to an event, a Renter of the Facility (or their designee) may pick up a key for an approved function during business hours.

a. For keys to Old Town Hall, One Room School House, Bow Bog Meeting House:

Pick up the key 7:30am-4:00 pm at the Town Manager’s office, 10 Grandview Road. To arrange a pick up date and time, contact the Administrative Assistant at (603) 228-1187 ext. 110, or by email ngage@bownh.gov.

b. For keys to the Community Building:

Pick up the key 8:30am-3:30pm at the Community Building, Parks and Recreation Department, 3 Bow Center Road. To arrange a pick up date and time, contact the Parks and Recreation Department at (603) 228-2222 or by email crose@bownh.gov or mblakey@bownh.gov.

2. Returning a Key

The Renter (or their designee) must return the key to the same office within 24-hours after the event. If the office is closed, the key may be left in the SECURE DROP BOX at the front door. Failure to return the key within 24 hours may result in the Renter being charged the cost of replacing locks at the Facility.

3. Annual Keys for Organizations

Community organizations, authorized by the Town Manager, may obtain a private key to a Facility at the Town Manager's office, provided a waiver and liability statement is signed and kept on file. This key authorization must be renewed annually at the Town Manager's office.

4. Duplicating Keys

All keys will be Primus keys and individually numbered. Primus keys cannot be duplicated, and are marked as such. Only the Town Manager's office maintains special authorization with a local locksmith to duplicate Primus keys when necessary.

5. Renters as Keyholders

- a. If while in the Renter's possession the key is lost, stolen or not returned for any reason, the Renter may incur a charge that reflects the cost of changing any and all locks at the Facility.
- b. Renters shall only use assigned keys for authorized dates and times pre-scheduled with the Town Manager or Parks and Recreation office.
- c. Renters shall not loan their key or otherwise grant access to non-authorized individuals.
- d. Renters shall not attempt in any manner to duplicate or alter the keys in their possession.
- e. Persons entering locked buildings with an authorized key are responsible for re-locking the doors upon exit.
- f. Renters shall immediately report any lost, missing, stolen or damaged keys to the Town Manager's office.