



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

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: _____

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) _____

DATE RETURNED _____ RECEIVED BY _____

KEY NOT RETURNED (explain circumstances) _____