



# 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:** \_\_\_\_\_

**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)** \_\_\_\_\_