
RAVENNA TOWNSHIP

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Ravenna Township Town Hall Checklist

All individuals and organizations using the town hall are responsible for cleaning the ahll after each and every use.

This checklist must be completed before any deposit is returned:

- _____ Tables and chairs are clean and arranged the way they were before the event.
- _____ Bathrooms are clean. (Mop floors if necessary).
- _____ All decorations are removed.
- _____ Garbage from bathrooms and hall are bagged and taken home.
- _____ Carpeting is vacuumed.
- _____ Heat or air conditioning are returned to their original settings.
- _____ Entry area floors clean.
- _____ Lights and ceiling fans are turned off.

Signed

Date