



ODENTON VOLUNTEER FIRE COMPANY

1425 Annapolis Road
Odenton, MD 21113



Hall Reset Guide

Thank you for renting the Odenton Volunteer Fire Company Social Hall. Before departing, please return the hall to the standard meeting configuration shown below. Please use the photos in this guide as the standard for returning the hall to its normal configuration.

Standard Meeting Configuration

- Arrange sixteen (16) plastic tables in four (4) rows of four (4) tables.
- Space each row approximately seven (7) floor tiles apart.
- Position the first row approximately seven (7) floor tiles from the wall nearest the main entrance favoring the closet doors to ensure the main entrance is clear.
- Place one (1) table and two (2) chairs centered beneath the Odenton Volunteer Fire Company patch (Head Table).
- Place one (1) table and two (2) chairs at the main entrance for the check-in area.
- Arrange six (6) chairs per meeting table for a total of ninety-six (96) chairs.
- Total setup: 18 plastic tables and 100 chairs.



Kitchen/ Serving Tables.

Return the three (3) wooden serving tables beneath the double serving windows as shown in the reference photo. These tables should remain in this location unless needed during your event.



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Storage Room Configuration



View: Closet Left Side Plastic Table on carts.

Return all unused plastic tables to the storage room using the table cart. Using the cart helps prevent damage to the hall floor and the tables. Store tables neatly on the cart before leaving.



View: Closet Center Wooded Tables.

Wooden serving tables are intended for food service or overflow seating only. Return all wooden tables to their designated storage location after use.



View: Closet Right Side Metal Chairs

Return all chairs to the storage racks. Place each chair facing the same direction to ensure the racks remain organized and maximize storage capacity.



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Before You Leave

- ☐ Return the hall to the standard meeting configuration.
- ☐ Return all extra tables to the designated table storage area.
- ☐ Return all extra chairs to the chair storage racks.
- ☐ Do not drag tables or chairs across the floor; lift when moving.
- ☐ Remove all decorations, tape, and personal property.
- ☐ Place all trash in dumpster.
- ☐ Sweep or spot clean spills as needed.
- ☐ Clean the kitchen if used.
- ☐ Remove trash from restrooms and check for excessive mess.
- ☐ Report any damage or maintenance concerns to the Hall Manager.
- ☐ Return all serving tables beneath the serving windows.
- ☐ Turn off interior lights unless otherwise instructed.