



Lofino Plaza  
3868 Dayton-Xenia Rd  
Beavercreek, OH 45432

### LOFINO PLAZA MEETING ROOM REQUEST FORM

Application Date \_\_\_\_\_

Group/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Hours Requested \_\_\_\_\_

Purpose of Use \_\_\_\_\_  
\_\_\_\_\_

Estimate Attendance \_\_\_\_\_

Please check the appropriate box

- Not-for-Profit (No Charge)
- Community Organization (Beavercreek) (No charge)
- Community Organization (Outside Beavercreek) (\$35/hour)
- For-Profit (\$35/hour)

Room set up, please choose one of the following (see back side for layouts)

- Conference Room Style
- Training Room A
- Training Room B

The Lofino Plaza meeting space is equipped with a smart TV, projector and WiFi. You must provide your own laptop. Please place a check mark next to items needed.

- TV
- Projector
- WiFi

Please note: You will be held responsible for any damages that may occur during the course of your event. Please make sure the room is cleaned up prior to leaving; lights should be turned off and the building locked up. You will be billed for any additional cleaning or services the City may have to provide, including damages, spills and/or missing property.

Parks, Recreation & Culture Office  
789 Orchard Lane  
Beavercreek, OH 45434

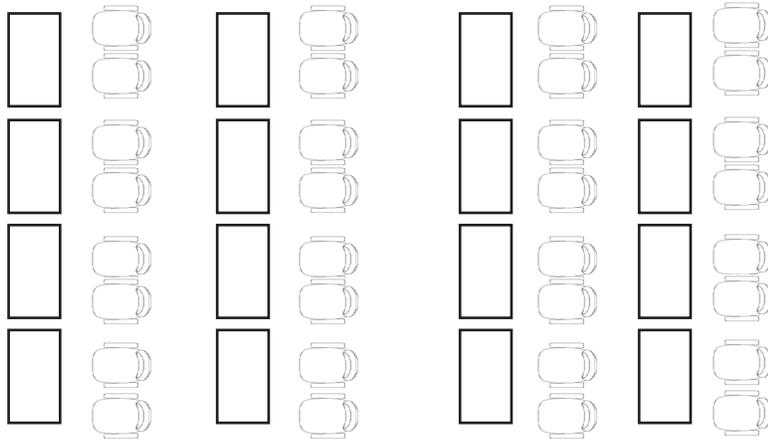
937-427-5514  
parks@beavercreekohio.gov  
www.beavercreekohio.gov

For Office Use Only
Permit # _____
Key # _____
Date Received _____
Date Returned _____

Windows

**TRAINING ROOM A**

TV



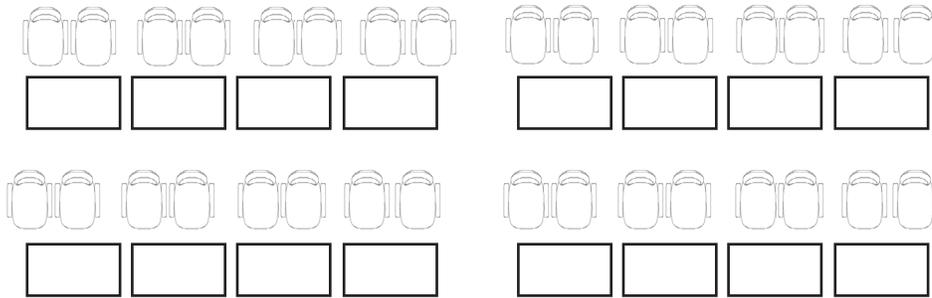
Projector Screen

DOOR

**TRAINING ROOM B**

Windows

TV



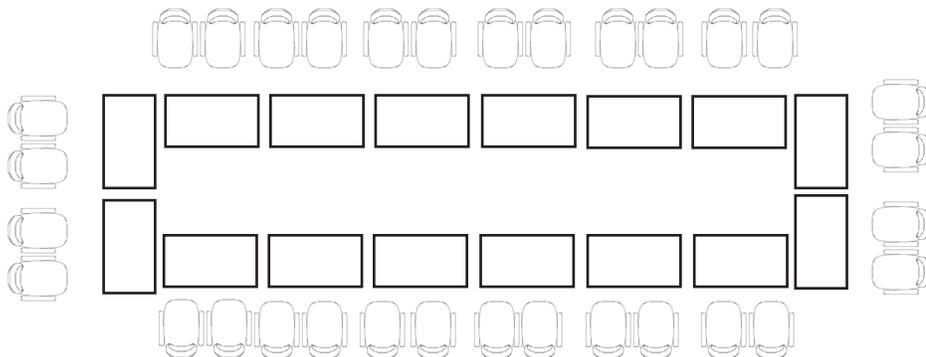
Projector Screen

DOOR

**CONFERENCE STYLE**

Windows

TV



Projector Screen

DOOR