



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

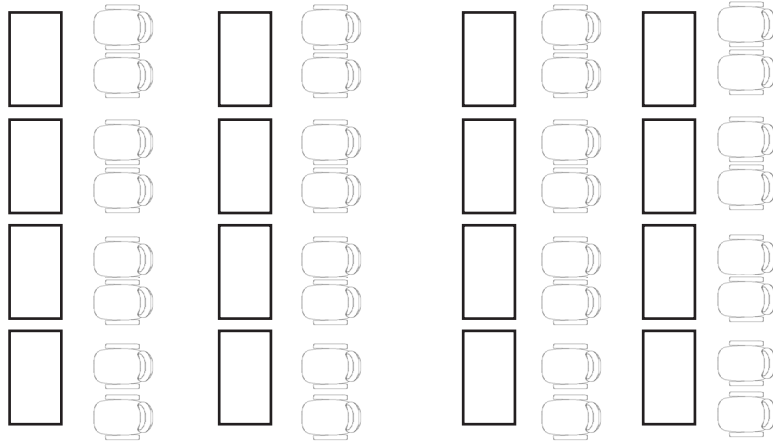
937-427-5514
parks@beavercreekohio.gov
www.beavercreekohio.gov

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

Windows

TRAINING ROOM A

TV



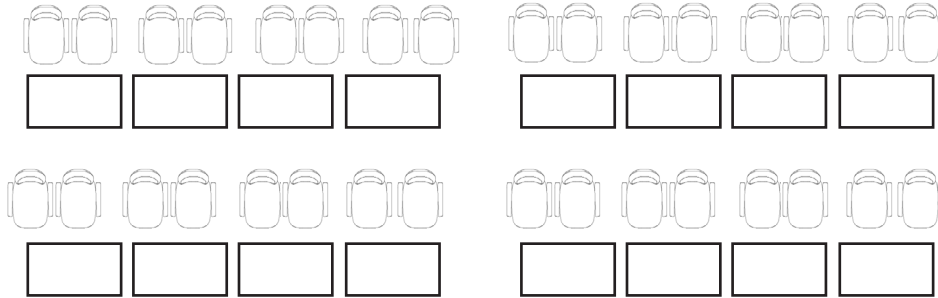
Projector Screen

DOOR

Windows

TRAINING ROOM B

TV



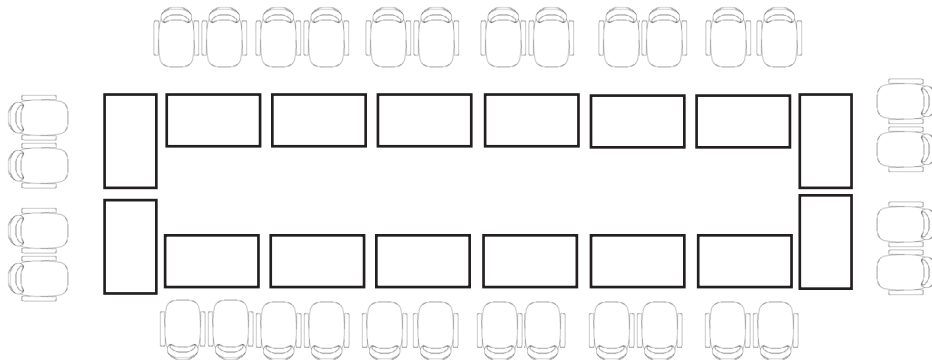
Projector Screen

DOOR

Windows

CONFERENCE STYLE

TV



Projector Screen

DOOR