



Lofino Plaza
3868 Dayton-Xenia Rd
Beavercreek, OH 45432
937-427-5514

parks@beavercreekohio.gov

Lofino Plaza Meeting Room Policies and Procedures

The city does not endorse views of those who reserve the facilities; however, the city does endorse the right of people to express their views as long as it is done so in respect to the policies and rules of the facilities.

Availability: Monday – Sunday, 7:00 a.m. – 10:00 p.m.

Purpose

1. We encourage community groups whose purposes are non-profit, civic, educational and/or cultural to use facilities.
2. Facilities are not for social use, private parties, or events to advertise products or services.
3. Meeting Room: business meetings, planning, trainings, etc.
4. Multi-Purpose Room: City of Beavercreek trainings and classes.
5. The sole purpose of the room is for meetings and trainings. Conducting craft projects using glitter, glue, paint or similar items in this room is prohibited.

General

1. Proper oversight must be given to ensure:
 - a. Adequate facilities exist to serve community needs.
 - b. Facilities are protected against loss or misuse.
 - c. Energy conservation, cost reduction, and safety measures are practiced.
 - d. Facility life is maximized through proper care and maintenance.
2. The meeting room has tables and chairs for 32; along with a presenter desk and chair.
3. The room is equipped with a Smart TV, projector and Wi-Fi.
4. You must be at least 21 years of age to rent the facility.
5. An adult is required to supervise and be responsible for groups of children under 18 years of age.
6. The adult who reserved the space is responsible for any damages to the facility or the equipment that has occurred due to the use of the group.
7. The individual who rented the room must be present on premises prior to the first participant or guest of the event.
8. Alcohol is not permitted. Light food is permissible.
 - a. For functions requesting to serve food (banquets, dinners, use of catering, etc.), please ask about rentals at C.I. Beaver or the Golf Course.
9. Clean up is your responsibility.
10. Lofino Plaza is a non-smoking facility. Smoking is not permitted inside the building.
11. Weapons of any kind are not allowed in the facility.

12. Please make note of the location of the fire extinguishers and emergency exits. Familiarize yourself with their use prior to start to ensure safety of you and your guests.
13. Treat premises and all equipment with the utmost care and caution. If you break something, you will be required to replace it.
14. Items left at Lofino Plaza for more than seven (7) days will become property of the City of Beavercreek.
15. The City is not responsible for the personal belongings of those using facilities.
16. No items may be stored in facility prior to or after the event.
17. You must bring your permit with you on the day of your reservation.

Payment

1. Meeting Room:
 - a. Free for City of Beavercreek and Beavercreek Township organizations, along with Beavercreek non -profit organizations
 - b. Businesses, for-profit groups and those organizations outside of Beavercreek will be charged \$35/hour
 - c. One (1) hour minimum
2. Multi-Purpose Room
 - a. The multi-purpose room is available for recreational classes and City department trainings
3. Payment is due at the time of reservation.
4. You may add hours for your rental up to the day prior of rental, however, there is no refund if you reduce the amount of hours within 30 days.
5. Reservations are available up to one (1) year to the date.
6. Groups that have regularly scheduled meetings are allowed reservations no more than twice/month.
7. Refunds will not be issued due to weather related conditions; you may transfer your date one time.
8. Refund requests must be made in writing utilizing the refund form and received by the Parks and Recreation department 30 days prior to event in order to receive a refund. There is no refund for requests made less than 30 days prior to event.

Building Procedures

1. Events are limited to space reserved.
2. Regularly scheduled city meetings and activities of the city will have first priority. City services and programs have priority over all other groups requesting to use the facilities.
3. Availability for outside groups are on a first come, first served basis
4. All interested parties are required to fill out a request form and turn in to the parks office at 789 Orchard Lane, or via email: parks@beavercreekohio.gov. You may also request online at <https://beavercreekoh.myrec.com>
5. Tables and chairs are on wheels and may be arranged according to your needs.
6. Report maintenance problems to the City immediately. After 5:00 p.m., contact the Police non-emergency number (937-426-1225); they will contact public service on-call personnel.

7. You may pick up access key card the day prior to reservation at the Municipal Maintenance Facility; 789 Orchard Lane, between the hours of 8:00 a.m. – 5:00 p.m. A valid ID must be shown
 - Return the key card into the key box located at the Lofino Plaza
 - Turn off all lights prior to leaving premise
 - Leave facility the way you found it
 - Ensure all exterior doors are locked as you leave
 - Your key card will not keep the door unlocked, please keep this in mind for your guests and if you need to take multiple trips into the building

Reservation Guidelines

1. No date is placed on the calendar until request has been submitted and approved
2. Reservation must be made at least 10 days in advance
3. You must adhere to the reservation ending time
4. An official representative of the group must sign an agreement to adhere to limit the number of guests occupying the room in adherence to the maximum capacity posted by the Fire Marshall (maximum capacity is 32). The representative must also take full responsibility of damages and infractions of regulations
5. Groups are responsible for notifying both the participants and the City of event cancellations
6. Failure to leave facilities in good order or abide by the rules may affect the group's ability to reserve facilities in the future

Emergency Numbers

There is no land line at Lofino Plaza.

Lofino Plaza Address: 3868 Dayton—Xenia Rd

If you need assistance, please call one of these numbers:

Parks Office, during business hours: (937)427-5514

Fire Department: (937) 426-1213

Police Department (non-emergency): (937) 426-1225

Emergency: 911

For information regarding technology in the meeting room, scan the QR code below.



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