



Lofino Plaza
3868 Dayton-Xenia Rd
Beaver Creek, OH 45432
937-427-5514
parks@beavercreekohio.gov

Lofino Plaza Meeting Room Guidelines

The use of the Lofino Plaza shall support and compliment the activities of the Parks, Recreation and Culture division.

Availability - Mon - Sun, 7:00 a.m. - 10:00 p.m.

Internal Use

1. City of Beaver Creek official business purposes (i.e. staff, city-sponsored boards and commissions.)
2. City services and programs have priority over all other groups requesting to use the facilities

External Use

1. Availability for outside groups are on a first come, first served basis
2. Room is intended for meetings, planning, trainings, etc.
3. Room is not for private parties or religious services.
4. The City does not endorse views of those who reserve the facilities.
5. Reservation must be made at least 10 days in advance

Amenities

1. Tables and chairs for 32;
2. Two Smart TVs and Wi-Fi.

General

1. You must be at least 21 years of age to rent the facility.
2. An adult is required to supervise and be responsible for groups of children under 18 years of age.
3. 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.
4. The individual who rented the room must be present on premises prior to the first participant or guest of the event.
5. Alcohol is not permitted. Light food and drink is permissible.
6. Clean up is the responsibility of renter. The use of glitter, glue, paint or similar items in this room are prohibited.

Payment

1. Meeting Room:
 - a. Free for City of Beaver Creek and Beaver Creek Township organizations, along with Beaver Creek non-profit organizations
 - b. Businesses, for-profit groups and those organizations outside the City of Beaver Creek will be charged \$40/hour
 - c. One (1) hour minimum
1. Payment is due at the time of reservation.

2. 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.
3. Reservations are available up to one (1) year to the date.
4. Groups that have regularly scheduled meetings are allowed reservations no more than twice/month
5. Refunds will not be issued due to weather related conditions; you may transfer your date one time.
6. 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. 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.
2. 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

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 any of the technology in the meeting room, click on the QR Code below.



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