

1015 Rooftop Patio  
1015 N. Broadway Ave. 2<sup>nd</sup> Floor  
Oklahoma City, OK 73102  
(405) 612-4981/1015rooftop@gmail.com

# Facility Use Policy and Rental Agreement

All use of the rooftop of 1015 N. Broadway Avenue in Oklahoma City, OK will be governed by the policies and rules set out in this Facility Use Policy and Request Form. It is assumed that anyone submitting this completed request form for use of the facility understands and agrees to the policies and rules stated here.

**Rental Fee: \$250/hr. or \$875 for 4 hours (\$600 Sun.-Thurs.); Nonprofits/MRI Tenants – \$400 for 4 hours.**

**Rental Policy:** A \$500 Security Deposit is required for all events. Rental fees must be paid a minimum of 14 business days prior to your event. Checks should be payable to Mason Realty Investors, LLC (MRI, LLC). Cashier's checks are not accepted. If your event exceeds the stated event time listed below, \$250 will automatically be deducted from the security deposit. **It is the responsibility of the renter to end bar service and clear the patio of guests by the event end time listed on this form.** The rental fee includes 2 hours for set up *immediately before* the event and 1 hour of teardown *immediately after* the event. Any additional set up or tear down time is charged at \$25.00 an hour ONLY if arranged in advance. Delivery/Pickup of rentals outside the set up/tear down time requires a \$25 administrative fee.

**Refund/Cancellation Policy:** MRI, LLC requires a 2 week notice of cancellation for full refund of the security deposit. One week's (or seven days prior to the event date) notice will result in forfeiture of half the security deposit. Less than seven days' cancellation notice will result in full forfeiture of the security deposit. **Should weather require cancellation, notification must be received at least 2 hours before the official event start time.** Renters will be given the option to reschedule the event, or to cancel the event for a full refund of the rental fee and a refund of the deposit less a \$70 administrative fee. A General Liability Insurance Certificate is required listing Mason Realty Investors, LLC. as an additional insured. The renting party is responsible for hiring security from a professional service approved in advance by the property manager. The fire code capacity for the patio is 170 persons, which includes all guests, catering/bar staff and security officers. Enforcing the fire code capacity is the responsibility of the renter. Alcohol service must be in compliance with the Oklahoma ABLE Commission.

If an event exceeds the fire code capacity, illegal activities are suspected, the National Weather Service issues a severe weather warning, or the event is otherwise deemed unsafe for patrons, the property manager on site reserves the right to close the patio immediately and all fees/deposits will be forfeited.

**Set-up and clean-up of the space and the supporting areas is the responsibility of the renter.** Renters using the space will be asked to return it to its original condition, to remove all rented furniture, catering equipment, trash and other materials, and to clean all table tops, chairs, facility hallways, restrooms & sidewalks in front of and behind the building. If the space is not returned to its original condition upon completion of the event, there will be a charge of the greater of \$150 or actual cost incurred for cleanup or repair deducted from your deposit. Smoking is NOT allowed in any part of the building. Alcohol service, amplified sound, decorations, and/or rented furniture/linens must be approved by the property manager in advance. Please contact our office for a map of available parking. Parties interested in renting the facility may complete this form and submit it by email at [1015rooftop@gmail.com](mailto:1015rooftop@gmail.com), or mail to ATTN: Mason Realty Investors, LLC / 1015 Rooftop Patio – 1015 N. Broadway Ave., Ste. 200, OKC, OK 73102. This rental agreement is not official until a security deposit is received.

Contact Person(s) for the Event: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Contact Person(s) for the Event: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Hosting Party or Event Name: \_\_\_\_\_ Donation  MRI Tenant  Nonprofit

Event date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Description of Event – Please include expected # of attendees, food and beverage plans, décor/rentals and security:

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**FOR OFFICE USE ONLY:**

**Security Deposit Information:** Date Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_

**Insurance Certificate Received:** \_\_\_\_\_ **Security Required:**  Yes  No

**Rental Fee Information:** Date Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_

**Deposit Status:** Refund in full  Refund Partial (Amount: \$ \_\_\_\_\_) Hold Deposit Reason: \_\_\_\_\_