

# Conference Room Usage Agreement

Date: \_\_\_\_\_

To: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Dear [Recipient's Name],

This letter serves as a formal agreement for the usage of the conference room located at [Location] on the following date(s):

\_\_\_\_\_

Time of Usage:

From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Terms and Conditions:

- The conference room must be left in the same condition as it was found.
- All users must adhere to the building's rules and regulations.
- Any damages incurred during the usage will be the responsibility of the user.
- This agreement may be revoked at any time due to unforeseen circumstances.

By signing below, you agree to the terms and conditions set forth in this agreement.

\_\_\_\_\_

Signature of User

\_\_\_\_\_

Date

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]