

# Common Space Usage Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

## Subject: Common Space Usage Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the usage of common spaces located at [Location/Facility Name]. The following terms and conditions are set forth to ensure mutual understanding and cooperation:

### 1. Parties Involved

This agreement is between [Your Name/Organization] and [Recipient's Name/Organization].

### 2. Purpose

The common space will be used for [Specify Purpose, e.g., meetings, events, recreational activities].

### 3. Time of Use

The common space is available for use on [Specify Days/Times].

### 4. Responsibilities

Both parties agree to the following responsibilities:

- Maintain cleanliness and order in the space.
- Report any damages or issues immediately.
- Adhere to any specific facility rules outlined by the management.

### 5. Termination

Either party may terminate this agreement with [Specify Notice Period, e.g., 30 days] written notice.

### 6. Governing Law

This agreement shall be governed by the laws of [Specify Jurisdiction].

Please sign below to acknowledge your acceptance of this agreement.

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[Your Name] - [Your Title/Organization]

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[Recipient's Name] - [Recipient's Title/Organization]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]