

Collaborative Space Rental Policy

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your interest in renting our collaborative space at [Location Name]. We are excited to provide a conducive environment for your creative and entrepreneurial endeavors.

Rental Policy Overview

- **Reservation Process:** All reservations must be made at least [number] days in advance.
- **Rental Fees:** The rental fee is [amount] per hour, with a minimum rental duration of [number] hours.
- **Deposit:** A refundable deposit of [amount] is required at the time of booking.
- **Cancellations:** Cancellations made within [number] days of the reservation will incur a [percentage]% fee.
- **Conduct:** All guests are expected to maintain a respectful and quiet atmosphere.

Facilities Included

- High-speed internet access
- Access to conference rooms
- Kitchen facilities
- Furniture and equipment as specified in the rental agreement

Please review the enclosed rental agreement for more detailed terms and conditions. If you have any questions or would like to proceed with your booking, feel free to reach out.

Thank you for considering our space for your upcoming project.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]