

Drop-Off Facility Usage Agreement

Date: [Insert Date]

To: [User's Name]

[User's Address]

[City, State, Zip Code]

Dear [User's Name],

This letter serves as a formal agreement regarding the use of our Drop-Off Facility located at [Facility Address] for the purpose of [insert purpose of usage]. By signing this agreement, you acknowledge and agree to the following terms:

- The Drop-Off Facility will be available for use from [start date] to [end date].
- You agree to follow all facility rules and regulations as outlined in the facility handbook.
- All items dropped off must be [describe acceptable items].
- You are responsible for the cleanliness and upkeep of the facility during your usage.
- In case of any damages, you agree to be liable for repair or replacement costs.

Please indicate your acceptance of these terms by signing and returning a copy of this agreement by [return date].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization Contact Information]

Agreed and Accepted:

[User's Name] Date: _____