

# Communal Area Usage Agreement

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

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

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

Subject: Agreement for Use of Communal Area

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the usage of the communal area located at [Address/Location]. The purpose of this agreement is to outline the terms and conditions under which the communal area can be used.

## Terms of Agreement

1. **Usage Dates:** The communal area may be used on [specific dates].
2. **Hours:** The area may be used from [start time] to [end time].
3. **Capacity:** The maximum number of individuals allowed is [number].
4. **Cleanliness:** The space must be left clean and tidy after use.
5. **Responsibility:** The undersigned is responsible for any damages that occur during usage.

By signing below, both parties agree to the terms outlined in this letter. This agreement shall remain in effect until the usage date has passed.

\_\_\_\_\_

[Signature of User] Date: \_\_\_\_\_

\_\_\_\_\_

[Signature of Authorized Representative] Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]