

Shared Space Usage Agreement

Date: _____

This Shared Space Usage Agreement ("Agreement") is made and entered into by and between:

Provider: [Provider Name]
Address: [Provider Address]
Email: [Provider Email]

Client: [Client Name]
Address: [Client Address]
Email: [Client Email]

1. Description of Shared Space

The shared space includes the following areas: [describe areas, e.g., meeting rooms, workstations, lounge, etc.].

2. Duration of Agreement

This Agreement will commence on [start date] and will continue until [end date].

3. Usage Guidelines

The Client agrees to adhere to the following guidelines:

- Maintain cleanliness and order in the shared space.
- Respect the privacy and work of other users.
- Use designated areas as specified.
- Adhere to quiet hours from [quiet hours time].

4. Fees and Payments

The Client agrees to pay a fee of [amount] due on [payment due date].

5. Termination

Either party may terminate this Agreement by providing [number of days] days written notice to the other party.

6. Signatures

By signing below, both parties agree to the terms outlined in this Agreement.

Provider Signature

Client Signature

Date: _____