

Shared Space Usage Agreement

Date: _____

Between:

Organization A

Address: _____

Contact Person: _____

Email: _____

Phone: _____

AND

Organization B

Address: _____

Contact Person: _____

Email: _____

Phone: _____

1. Purpose

This agreement outlines the terms for shared usage of the space located at _____ for collaborative workshops.

2. Duration

The shared space will be used from _____ to _____.

3. Responsibilities

Both parties agree to:

- Maintain cleanliness and order of the space.
- Be responsible for any damages incurred during usage.
- Coordinate schedules in advance to avoid conflicts.

4. Financial Arrangements

Each organization agrees to contribute \$ _____ towards the upkeep of the space.

5. Termination

This agreement may be terminated by either party with a written notice of __ days.

6. Signatures

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

Signature (Organization A)
Date: _____

Signature (Organization B)
Date: _____