

# Shared Space Usage Agreement

Date: [Insert Date]

To: [Institution Name]

From: [Your Institution Name]

Subject: Agreement for Shared Space Usage

Dear [Recipient's Name],

This letter serves to outline the terms and conditions under which [Your Institution Name] will share the space located at [Space Address/Location] with [Institution Name] for educational purposes.

## 1. Purpose

The shared space will be used for the following activities: [List specific activities or events].

## 2. Duration

The agreement will be effective from [Start Date] to [End Date], with the possibility of extension upon mutual consent.

## 3. Responsibilities

Each institution agrees to uphold the following responsibilities:

- Maintain the cleanliness and orderliness of the shared space.
- Ensure that all events are pre-approved and scheduled to avoid conflicts.
- Report any damages or issues promptly to the other party.

## 4. Liability

Both institutions agree that they will not hold each other liable for any accidents or injuries that may occur during the use of the shared space.

## 5. Modification of Agreement

Any modifications to this agreement must be made in writing and signed by authorized representatives of both institutions.

## 6. Signatures

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

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[Your Name]  
[Your Title]  
[Your Institution Name]  
Date: \_\_\_\_\_

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[Recipient's Name]  
[Recipient's Title]  
[Institution Name]  
Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Institution Name]  
[Contact Information]