

Shared Space Usage Agreement

Date: [Insert Date]

To: [Non-Profit Organization Name]

Address: [Address]

Contact Person: [Contact Name]

Phone: [Contact Phone]

Email: [Contact Email]

From: [Your Organization Name]

Address: [Your Address]

Contact Person: [Your Contact Name]

Phone: [Your Contact Phone]

Email: [Your Contact Email]

Agreement Terms

1. Purpose: This agreement outlines the terms and conditions for the shared use of the space located at [Space Address].
2. Duration: The agreement will be effective from [Start Date] to [End Date].
3. Usage Schedule: The space will be available to [Non-Profit Organization Name] on the following days and times: [Specify Schedule].
4. Responsibilities: Each organization agrees to maintain cleanliness and report any damages immediately.
5. Liability: Both parties agree to hold each other harmless from any liabilities arising during the use of the shared space.

Signatures

[Your Organization Name]

[Name, Title]

[Non-Profit Organization Name]

[Name, Title]

Thank you for your collaboration.