

Shared Space Usage Agreement

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal agreement between [Organization/Individual Name] and [Facility Name] regarding the shared usage of the sports facilities located at [Facility Address].

Parties Involved:

Facility Owner: [Name, Title, Organization]

User Organization: [Name, Title, Organization]

Agreement Terms:

1. **Purpose:** The facilities will be used for [specific activities/events].
2. **Usage Times:** The facilities will be available on [days and times].
3. **Responsibilities:** The user agrees to maintain cleanliness and uphold facility rules.
4. **Liability:** The user assumes responsibility for any damage during usage.
5. **Duration:** This agreement will commence on [start date] and end on [end date].

Signatures:

By signing below, both parties agree to the terms outlined above.

[Facility Owner Name]

Title: [Title]

Date: _____

[User Organization Name]

Title: [Title]

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]