Unity Spiritual Center of Lansing

REQUEST FOR VENUE RENTAL (Exhibit A)

USCL has a maximum capacity of 250 people. We have four room configuration options, an outdoor gazebo and pond, sound and streaming equipment, a coat room, ADA compliant restrooms, onsite parking, and full air exchange system.

Our kitchen provides workspace but IS NOT a licensed commercial kitchen and CANNOT be used for food preparation. Food warming, ice and beverage needs must be arranged by the renter. We will do our best to assist in accommodating your needs.

Requested Date_____ Time_____

Name of Group_____

Contact Person_____Phone_____

Email_____

Address_____

Description of Event_____

_____

Approximate Number of Guests _____Beer/Wine (Y/N) _____

Room(s) Requested:
Great Hall (GH) _____ South GH _____ North GH _____ Lodge Lower _____ Lodge Upper _____

Number of Furnishings Requested:

Chairs _____ Round Tables (5' diameter) _____ Rectangular Tables (8' x 30") _____

Other Set Up Needs_____

_____

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Exhibit A cont'd

Added Features – Please indicate your needs below:

Food Preparation

Access to Catering Kitchen	$100 (flat fee)	Y / N
Refrigerator only	$50 (flat fee)	Y / N

Tablecloths

90" Rounds	$10 Each	Y / N
Colored Overlay	$5 Each	Y / N

AV Equipment (flat fee)

Renter Laptop Video Projection	$100	Y / N
Renter Laptop Audio Connection	$50	Y / N
Unity Microphones		
Lectern Mic	$75 each	Y / N
Handheld Mic	$50 each	Y / N
Corded Mic	$50 each	Y / N
Stage Lights	$25	Y / N

NOTE: Use of Certain AV Equipment /Services will require Unity Tech Person(s)

Sound Tech	$60/hour (2 hour minimum)	Y / N
Video/Streaming Tech	$60/hour (2 hour minimum)	Y / N

(inc. use of 3 remote-controlled cameras, stage lighting, recording program, etc.)

Band Equipment Use (flat fee)

Piano/Keyboard	$100	_____
Drums	$50	_____

All Bookings are subject to $250 refundable Security Deposit

***TO AVOID PENALTY*: Decor may NOT be hung or adhered to walls or windows!!**

Signed_____

Dated:_____

50% Deposit Required, +$250 Refundable Security Deposit. Balance Due 7 days Before Occupancy.
Guests may cancel Booking until 30 days prior to event date and receive a full refund of all fees
Guests may cancel Booking from 30 days to 7 days prior to event date and receive 50% refund fees.
Cancellations submitted less than 7 days prior to event date are not refundable.

July 1st, 2025

Unity Spiritual Center of Lansing – 2395 Washington Road, Lansing, MI 48911 (517) 371-3010