

## How to Rent the Santa Cruz Temple For Your Event

1. Click [here](#) to view the calendar. Check the date you want to see if the Temple is available or go to <https://calendar.google.com/calendar/u/0/r?cid=YWg3N3JxcWhnZjBsdWkxcjhqOTlvcmttYjRAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ> .
2. To Schedule a visit to the facility, contact Temple Board Secretary (Todd Williams). Click [here](#) or email at [rental@santacruzmaasonictemple.com](mailto:rental@santacruzmaasonictemple.com) for an appointment.
3. To get the contract click [here](#) or go to [https://lodge38.masonlodge.org/wp-content/uploads/sites/307/2024/10/Single\\_use\\_agreement\\_2024\\_06-21.pdf](https://lodge38.masonlodge.org/wp-content/uploads/sites/307/2024/10/Single_use_agreement_2024_06-21.pdf) . Make sure that you have filled out the event information, signed the contract and signed Supplement A.
4. Send the completed contract to:

[rental@santacruzmaasonictemple.com](mailto:rental@santacruzmaasonictemple.com)

Or by US postal service to:

Todd Williams

488 Paradise Park

Santa Cruz CA 95060.

**Do not send money with the contract.** You will receive an invoice. We will hold your date for up to 30 days after we receive contract. Your date is not confirmed until receipt of your contract and Security Deposit.

5. You will receive an invoice for the security deposit and the rental fees. Pay the Security deposit immediately. **Only when your Security Deposit check has cleared will your date be reserved and you can plan your event.** Your event should now appear on the calendar click [here](#) (or use the Link from #1 above) to verify that you have the date. Your Security deposit is completely refundable up to 30 days prior to the event. It will be refunded to you 30 days after your event if there are no violations of the contract.
6. Insurance documents and final invoice payment must be in our hands 21 days prior to the event. **You cannot have the key if we do not have the insurance documents and the final payment.**
7. If you have any, questions click [here](#) contact Temple Board Secretary or email at [rental@santacruzmasonictemple.com](mailto:rental@santacruzmasonictemple.com) .