

Operating Policies Holy Cross Memorial Garden

These policies are established pursuant to By-Laws of Holy Cross Episcopal Church and for benefit of the Members. All ceremonies, celebrations, or any other uses of the facility, however called, are to be carried out in an orderly and reverent manner. Ongoing management of Holy Cross Memorial Garden shall be under direction of its Board of Directors, hereinafter referred to as "the Board".

USE OF THE LABYRINTH

Use of the Labyrinth, including the nature and timing of activities in connection therewith, shall be under direct supervision of the Rector or an appointee of the Rector who will act under his supervision.

USE OF THE COLUMBARIUM

Legal title to all real property including the Columbarium, niches, niche covers and any other parts thereof and all other property whatsoever, remains with the Parish. Ownership is not transferred nor otherwise amended by acceptance of an Application for Reservation, issue of a Certificate of Reservation or any associated action on the part of the Parish, Rector, Board of Directors or any other representative of the Parish.

Eligibility for reservation of use of a Columbarium niche shall be restricted to those eligible for burial there and to other persons acting in their interest. Applications for use shall be on the form and in the manner prescribed by the Board. All applications shall be submitted to and acted upon by the Board. The Chairman shall promptly notify the applicant of acceptance or denial of the application.

The fee for reservation of the use of a niche shall be ONE THOUSAND, SIX HUNDRED dollars (\$1,600). The amount of this fee may be changed from time to time as reconunended by the Board and approved by the Vestry.

Upon acceptance of the application, a Certificate of Reservation, executed by the Rector and the Chairman of the Board indicating all requirements have been met, shall be issued to the applicant.

Certificates of Reservation are non-transferable but may be returned to the Parish in exchange for a partial refund, ninety per cent (90%), of the original reservation fee. This return option shall expire upon the earlier of: (1) death of the applicant, or (2) death of the person for whom the application was made.

Offers of specific niche location shall be made in the same chronological order as applications are approved. The location of the specific niche thus selected shall be indicated on the Certificate of Reservation. Any selection not promptly made may pass over to the holder of the next approved application.

If a preferred niche has not been constructed yet, the second preference shall be used if stated on the application and if still available. If the second preference is not available, every effort will be made by the Parish to contact a loved one of the deceased to decide on a niche location. If this fails, the Board will decide on the niche location.

The Board shall carefully maintain records of Certificate holders, niche locations, names and birth dates of those for whom reservations are held, Committal Service dates and niche locations of buried remains. The Certificate holder shall promptly notify the Parish of any change in mailing address.

If, after a reasonable time (as determined by the Board) following death of the person or persons for whom the reservation was made, the niche remains unused, the Certificate and associated privilege of use may be canceled by the Parish. In such case, no refund of reservation fee will be made.

Eligibility for burial in the Columbarium shall be restricted to:

- Members of the Parish,
- Spouses of Members of the Parish,
- Children or step-children of Members of the Parish,
- Parents or step-parents of Members of the Parish,
- Other persons with strong ties to the Parish as may be approved by majority of the Board.

Engraving of niche covers will be of uniform size and style as prescribed by the Directors. Each niche cover will be inscribed only with name, date of birth and date of death of the deceased. Niches containing remains of two persons will be inscribed with such information for each person. No other inscriptions will be permitted. Cost of engraving is included in the reservation fee.

Inside measurements of Columbarium niches are 11" high, by 11" wide, by 15" front to back. Selection of urns appropriately sized to accommodate these restrictions is responsibility of the applicant.

Only cremated human remains and urns containing those remains may be placed in a niche. Remains of no more than two people may be placed in anyone niche.

No cremated remains may be placed in a niche of the Columbarium without a Committal Service as prescribed in The Book Of Common Prayer according to use of The Episcopal Church or an alternative service as approved by the Rector. No flowers, real or artificial, flags, decorations or other memorabilia shall be allowed in or around the Columbarium area except for the time of a Committal Service and brief period thereafter.

The Parish reserves sole discretion as to modification or relocation of the Columbarium or any portion thereof for any reason as may be in the interest of the Parish.

The Parish does not provide nor offer cremation services. Cost of cremation is not covered by any fees associated with use of the Columbarium.