



## Lake Edge Lutheran Church Memorial Garden Application for Interment

The memorial garden has three areas for the interment of human remains: an aboveground columbarium with niches for contained cremains; a patio area with belowground sites for contained or uncontained cremains; and a large belowground site at the center of the patio for the common interment of uncontained cremains. Urns and engraving are included in the price of the columbarium niches and patio sites as are biodegradable bags for the patio sites if preferred.

Name of person(s) applying for purchase of an interment space: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person(s) to be interred:

1. Name (as it will be engraved): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of death (if already deceased): \_\_\_\_\_

2. Name (as it will be engraved): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of death (if already deceased): \_\_\_\_\_

Eligible for interment as: *put the number of each person in the space by the appropriate category*

\_\_\_\_\_ a member of Lake Edge Lutheran Church

\_\_\_\_\_ the spouse of a member

\_\_\_\_\_ the child or stepchild of a member

\_\_\_\_\_ the parent or stepparent of a member

\_\_\_\_\_ the sibling of a member

\_\_\_\_\_ a current or past minister of this church or a family member as defined above

Others may be eligible if approved by the Memorial Garden Committee upon receipt of a written request:

\_\_\_\_\_ a person with strong ties to the church

\_\_\_\_\_ a past member

\_\_\_\_\_ a needy or indigent person, at the request of a member of LELC

Type of interment space requested: *if you are requesting a specific niche or site, place the number of the niche or site requested in the space after your choice. (See reverse for location.)*

Aboveground columbarium niche: Single \_\_\_\_\_ Double \_\_\_\_\_ Price \_\_\_\_\_

Belowground patio site: Single \_\_\_\_\_ Double \_\_\_\_\_ Price \_\_\_\_\_

Belowground common burial site at the center of the patio: Price \_\_\_\_\_

Payment in full to Lake Edge Lutheran Church (with Memorial Garden in the memo line) is to be enclosed with this application. The Memorial Garden Committee will consider all applications in the order in which they are received.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Interment Policies

- 1. Interment options:** The memorial garden has three areas for the interment of human cremains: an aboveground columbarium with niches; a patio area with belowground sites; and a large belowground site at the center of the patio for common interment.
- 2. Eligible persons:** Only eligible persons may acquire the use of spaces within the memorial garden. An eligible person is: a member of Lake Edge Lutheran Church; the spouse of a member; the child or stepchild of a member; the parent or stepparent of a member; the sibling of a member; a current or past minister of this church and family members as defined above. Others may be eligible if approved by the Memorial Garden Committee upon receipt of a written request if they are: people with strong ties to the church, such as current active church participants who have not joined LELC; past members; needy or indigent persons at the request of a member of LELC.
- 3. Property rights:** The legal title to all spaces shall at all times remain with Lake Edge Lutheran Church.
- 4. Reservation of niches and sites:** Each columbarium niche and patio site will be assigned a specific number. An eligible person may select any space not previously reserved. The space at the center of the patio is a community site. The Memorial Garden Committee will provide a contract form for the reservation of a memorial garden space. If any payment arising from the reservation of a space is past due and the default is not cured within sixty (60) days of written notice from the Memorial Garden Committee to the last known address of the person making such reservation, the reservation shall expire.
- 5. Interment:** Only contained cremains may be placed in the columbarium niches. Either contained or uncontained cremains may be placed in the belowground patio sites. The committee will provide urns for the niches and urns or biodegradable bags for the sites. Persons wishing to use an urn or bag of their own choosing may do so with the approval of the Memorial Garden Committee. This will not reduce the cost of interment. One niche or site may not house the cremains of more than two eligible persons. Only uncontained cremains may be placed in the large belowground community site at the center of the patio, where cremains will be interred in common.
- 6. Engraving:** Engraving of the granite plates covering the columbarium niches and the stones covering the patio sites will be of uniform size and style as prescribed by the committee and is included as a part of the fee. Each niche plate and site stone will be inscribed only with the name and date of birth and death of each person interred. No other inscriptions will be permitted. There will be no engraving of the names of persons interred in the community site. Their names will be available in the church.
- 7. Flowers and memorabilia:** The placement of flowers, flags, decorations or other memorabilia inside the memorial garden to commemorate an interment is not permitted.
- 8. Transfer of the right to inter cremains:** The right to use a space may not be transferred in any manner without the prior written consent of the Memorial Garden Committee, and in no event may use of a space be transferred to anyone who is not an eligible person. Designation of the person to be interred may be changed by a request in writing from the person reserving said space at any time prior to death.
- 9. Cancellation:** If a reserved space is unused eighteen (18) months after the death of the eligible person for whom it is reserved, a certified letter will be sent to the last known address of the next of kin or legal representative advising them that if the space remains unused sixty (60) days from the date of the letter the Memorial Garden Committee will declare the reservation cancelled.
- 10. Management:** The Memorial Garden Committee will receive all payments and disburse all expenditures. Separate financial accounting will be maintained. Appropriate annual audits and reviews will be performed in accordance with regular accounting procedures of Lake Edge Lutheran Church for monies held in trust.

11. **Addresses:** It will be the responsibility of the person reserving the space to keep the committee advised at all times of his/her current mailing address and the mailing address of his/her next of kin or legal representative.

12. **Memorial service:** A LELC pastor, in consultation with the family of the deceased, will approve the memorial service for the interment of cremains. Only an ordained minister may conduct the interment ceremony.

13. **Costs:** The cost of a columbarium niche, a belowground individual site, and interment in the belowground common site will be determined by the Memorial Garden Committee and will be listed in a separate document. The cost of interment in the memorial garden does not cover the cost of cremation. Lake Edge Lutheran Church will not offer cremation services. The prescribed fees cover no expenses other than those described herein.

14. **Surrender, default and cancellation:** Upon the surrender, default or cancellation of any reservation for a space (collectively “defaulted reservation”), the person making the reservation will be entitled to a refund of any fee paid less an administrative charge of \$100.00. However, any donation amount contributed in excess of the fee will remain a donation and the property of the committee. The amount to be refunded will not be refunded until the committee has processed a new reservation for a space. It will be deemed that the first reservation processed after a defaulted reservation is in replacement of the defaulted reservation. If at any time there is more than one defaulted reservation, as new reservations for a space are processed, refunds will be issued beginning with the earliest defaulted reservation until all such refunds have been issued.

15. **Removal of cremains:** Contained cremains may be removed from a columbarium niche or patio site with the written consent of both the Memorial Garden Committee and the surviving spouse or next of kin of the deceased or legal representative of the family. Uncontained cremains may not be removed. If the family surrenders their right to use the space, any partial refund of the fee paid for the space must be negotiated with the committee based on the time the space was used and the cost of preparing the space for another occupant.

16. **Reconfiguration of the memorial garden:** The Memorial Garden Committee reserves the right to enlarge or modify or relocate the memorial garden. If any space is affected, the committee shall substitute for the space another of substantially like size and character in which event the purchaser shall have the same rights in such substituted space as are hereby granted.

17. **Termination of the memorial garden:** The right to place cremains shall continue only so long as the property is owned by Lake Edge Lutheran Church. In the event of the sale of LELC property, this right shall cease. Upon notification by the Memorial Garden Committee of such impending sale, the surviving spouse or next of kin of the person whose contained cremains are in a space or the legal representative of the family shall have the right to remove the contained cremains. If none of these persons removes the cremains within a reasonable time, the committee shall have the right to remove the cremains and relocate them in such a manner as it considers appropriate.

18. **Amendment:** The Memorial Garden Committee has the authority to amend, change or modify these policies, which shall govern all activities and services relating to the memorial garden, subject to the approval of the congregation.

Copies of the full text of the bylaws governing the memorial garden are available from the LELC office.