

POLICIES AND PROCEDURES
The Memorial Garden and Columbarium
Park Lake Presbyterian Church, Orlando, Florida

The Memorial Garden and Columbarium of the Park Lake Presbyterian Church in Orlando, Florida, provides a place for reflection and remembrance. It is also a sacred resting place for the cremated remains of loved ones.

These policies and procedures are designed to assume that the operation of the Memorial Garden and Columbarium with inurnments and memorializations are carried out in a reverent and orderly way. Descriptions and explanation of services provided by the Church in connection with those activities will be provided here as well.

RESPONSIBILITY FOR COLUMBARIUM

The governance and operation of the Columbarium is the responsibility of the Session of the Park Lake Presbyterian Church or its delegate. The use and maintenance of the Memorial Garden and the assignment of niches and memorial plaques are the responsibility of the Memorial Garden committee and designated co-pastor, appointed by the Session.

These Policies and Procedures have been adopted as the Policies and Procedures of the Church for the Memorial Garden and Columbarium. All owners of niche rights, employees, visitors, and contractors and their employees performing work within the Church, will be subject to these Policies and Procedures and such amendments and alterations as may be adopted by the Church.

DEFINITIONS

- “*Cremation*” is the technical heating process that reduces human remains into bone fragments.
- “*Cremated remains*” are the remaining bone fragments after the cremation process is completed.
- A “*Niche*” is a closed space in which cremated human remains are placed. The cremated remains of two deceased eligible persons may be placed in the same niche. Niches are constructed of permanent materials with engraved granite covers. The cover will be engraved with the deceased’s name, year of birth and year of death only.
- The “*Columbarium*” is that portion of the Memorial garden which includes the niches, which hold the cremated remains. Columbarium is a Latin word for dovecote, or nesting place for doves.
- The “*Memorial Garden*” is that portion of the Church grounds which includes the Columbarium niches, memorial plaques, immediate surround garden and place for reflection.
- An “*Urn*” is the receptacle into which the cremated remains are placed.
- “*Inurnment*” takes place when cremated remains are placed in an urn, which is then placed in a niche. An alternate method for handling cremains is scattering the ashes.

- “*Eligible persons*” are those persons who may purchase and be inurned in a niche or purchase a memorial plaque to be placed in or near the Memorial Garden.

BOOKS and RECORDS

Park Lake Presbyterian Church will be responsible for all books and records of the Memorial Garden and Columbarium. The Finance Committee will prepare financial statements for the Session and appropriate committees including all the income and expenses of the Memorial Garden and Columbarium. These statements will be open and available for inspection by eligible persons upon reasonable notice. The permanent records of the Columbarium will include Niche Reservation Agreement, Certificates of Reservation, Locator Map, Engraving Instructions, Calendar of Inurnments and Memorializations and other records.

ELIGIBILITY

The Columbarium and Memorial Plaques will be reserved for use by “eligible persons” including:

- Members of Park Lake Presbyterian Church
- Spouses of members
- Children or step-children of members
- Parents or step-parents of members and
- Current or former ministers of the church, their spouses, children and step-children.

The Session, Co-pastors, or Memorial Garden Committee, may, under certain circumstances and upon request, approve use of these facilities for someone other than an eligible person, but such approval shall be in the sole discretion of Park Lake Presbyterian Church. No animals or cremated remains of animals may be inurned in a Niche.

RESERVATION OF NICHES

The Church Financial Secretary or designee shall receive Niche Reservation Agreements and requests for purchase of Memorial plaques on a first come-first served basis. Specific niches may be reserved by eligible persons for future use by them upon the full payment of the fees approved by the Church in effect at the time the application is approved and upon the execution of all required documents. The reservation of a niche and the payment of a reservation fee confers only the right to use the niche in accordance with the Policies and Procedures in effect and no title or right of ownership to the niche or any appurtenant real property becomes vested thereby. Additionally, the payment of a reservation fee is separate from, and not in satisfaction of, the fees required under the paragraph entitled “Fees”. Any niche that has not been previously reserved by another eligible person may be reserved. A Certificate of Reservation will be issued by the Church after the reservation fee is paid.

On those occasions when the family of a deceased eligible person desires to have the cremated remains of the deceased inurned in the Columbarium but no niche has been previously reserved, a niche may be obtained upon the payment of the same fee as for a

reservation then in effect. This payment is separated from, and not in satisfaction of, the fees required under the paragraph entitled “fees”. *See the Schedule of Fees for applicable fees.*

TRANSFER OF NICHES

The right to inurnment is personal to and retained only by the person(s) designated on the Certificate of Reservation. No sale or other transfer of Certificates of Reservation of niches may occur by will, intestate succession, gift or otherwise, except upon approval by the Church. The Church has no obligation to approve a transfer. The Church has no obligation to repurchase a Certificate of Reservation although the Church may consider same upon written request.

The rights granted under the Certificate of Reservation shall lapse upon the happening of one or more of the following events:

- (a) Inurnment or interment of the owner of the Certificate elsewhere.
- (b) Withdrawal of the owner from membership of Park Lake Presbyterian Church, Orlando.
- (c) Cessation of operation of the Columbarium wherein the purchase price shall be refunded by the Church (exclusive of interest, costs or other penalty) to the owner of the Certificate.

Upon lapse of the rights granted by the Certificate of Reservation, the Church shall be entitled to resell such rights. Except as noted in paragraph (c) above, the Church shall have no obligation to refund any monies expended by the owner of the Certificate.

NICHE RESERVATION FEES

The Church shall from time to time establish the fees for niches, memorial plaques and other related services. The Financial Secretary shall maintain a list of available niches and all current fees. *See the Schedule of Fees for applicable fees.*

Any owner of a single niche reservation who wishes to change to a double niche shall pay the difference between the then current price for a double niche and the price initially paid by the owner for the single niche.

All fees are to be paid in full prior to inurnment.

NICHE RESERVATION CANCELLATION

Niche reservations may be canceled by written notification received and approved by the Memorial Garden Committee. Should a reservation be canceled, the Church will refund seventy-five percent of the Reservation Fee paid. *See the Schedule of Fees for applicable fees.*

If a niche which has been reserved is unused within a reasonable period of time after the death of the person reserving the niche or the death of the spouse of such person, whichever comes later, the Church may declare the reservation canceled and the reservation fees paid will be refunded to the person legally entitled to the same, less twenty-five percent.

CREMATION

This service is provided through a licensed Funeral Home or Cremation Service. It shall be the responsibility of the eligible person or their family to arrange for this service.

CONTAINMENT OF CREMATED REMAINS

Because of the design of the Columbarium and the individual niches, a maximum of two persons' cremated remains may be inurned in a niche. All cremated remains deposited in a niche shall be enclosed in a brass container (urn) provided by the Church. This container is suitable for removal and transportation in the event such removal and transportation becomes advisable or necessary. For security reasons, no valuables may be placed within the niches.

REMOVAL OF CREMATED REMAINS

Each eligible person or family of an eligible person, upon the reservation of a niche, shall grant the Church in writing the right to remove the cremated remains of the deceased inurned therein and to cause the reinurnment of such cremated remains in any other appropriate location upon the occasion of the relocation of the columbarium for any reason.

The cremated remains of the deceased person inurned in the Columbarium may be removed by a next of kin or such persons authorized by law upon written request received and approved by the Memorial Garden Committee and only upon payment to the Church of all expenses associated with such removal.

No fees of any type shall be refunded by the Church to any person or estate upon the removal of inurned cremated remains. All niche openings and closings shall be documented in the permanent records maintained for the Memorial Garden by the Financial Secretary.

TEMPORARY INURNMENT

Due to the nature of the church and memorial garden operations, temporary storage of the cremated remains of eligible person will not be possible.

URNS

Provision of a polished, sheet bronze urn with identification plate containing the cremated remains of the eligible person will be made by the Park Lake Presbyterian Church.

NICHE MODIFICATION OR DECORATION

Modification or decoration of niches or any other area of the Memorial Garden are specifically and expressly prohibited. Granite niche covers shall be inscribed in a uniform manner approved by the Church and shall be limited to the name of the deceased, the years of birth and death. There shall be no flowers or other decorations placed near or affixed to the niches *except* for memorial displays and funeral flowers which may be placed near the appropriate niche in the Columbarium for no more than five days or until the flowers have deteriorated.

APPLICABILITY

All holders of a Certificate of Reservation as well as other persons with direct interest in the Columbarium shall be subject to these Policies and Procedures and any amendments thereto.

RELEASE

All holders of a Certificate of Reservation, on behalf of themselves, their heirs, successors and assigns, release the Church from any and all liabilities arising as a result of unauthorized removal of cremated remains or vandalism of niches and/or their contents.

AMENDMENTS:

Amendments to these Policies and Procedures can only be approved by the Session as submitted to the Session by the Memorial Garden Committee.

RESERVATION OF RIGHT TO RELOCATE COLUMBARIUM

All holders of certificates of reservation acknowledge that Park Lake Presbyterian Church reserves the right, to be exercised in the sole discretion of Park Lake Presbyterian Church, to relocate the Columbarium to another site and also reserves the right to relocate the location of niches within the Columbarium. Park Lake Presbyterian Church shall comply with applicable law regarding the relocation of the Columbarium or Niches.

SCHEDULE OF FEES
Memorial Garden and Columbarium
Park Lake Presbyterian Church

Columbarium provisions:

- *Memorialized Facing stone*
- *Polished, sheet bronze urn*
- *Urn identification plate*

Niche with single cremains* - \$1200.00

Shared Niche with 2 cremains*- \$2000.00

Reservation fee 25% total
(balance must be paid up at time of need)

Granite memorial plaques - \$ 250

Single name with birth and death dates placed on the Memorial wall for those wish to honor loved ones not inurned in Memorial Garden.

Additional Contributions to the garden may be made in order to remember or honor loved ones with landscaping, a memorial cross (to be added at a later date), benches, or designating perpetual care needs of the Memorial Garden. Contributions may be acknowledged with appropriate plaques.

*cost of cremation additional and handled by state certified funeral service or crematorium.