

# Greenville Unitarian Universalist Fellowship Policy

## Title: **Memorial Garden Operations**

Proposed: April 27, 2018

Replaces: Memorial Garden (4-12-17)

Revised: by Memorial Garden Committee April, 2018

Approved by Board: June 13, 2018

### **1. Memorial Garden Description**

The Memorial Garden of the Greenville Unitarian Universalist Fellowship (hereafter, the “Fellowship”) consists of three permanent structures: the Scatter Garden and associated headstone, the Columbarium and Memorial Wall, and the Labyrinth, located on the Fellowship’s campus at 1135 State Park Road, Greenville, SC 29609. Also included are the surrounding grounds, including landscaping and walkways.

The Columbarium consists of eighteen (18) niches and an integrated Memorial Wall. The niches are uniform in size and style and used for the inurnment of the ashes of cremated human beings (hereafter, “cremains”). Each niche has a specific identification to designate its location. The Memorial Wall holds twenty-six (26) granite plaques which are uniform in size and appearance.

The Scatter Garden is designed for the placement of cremains of individuals who meet eligibility requirements. A bronze plaque with the individual’s name and dates of birth and death will be mounted in the next available space on the headstone facing the Scatter Garden.

### **2. Eligibility**

The Columbarium niches and Scatter Garden shall be restricted to the inurnment or placement of cremains of:

- Individuals who are members of the Fellowship at the time of purchase,
- Immediate family members (spouses, partners, children, stepchildren) regardless of religious affiliation,
- Previous members of the Fellowship or their immediate family members as defined above,
- Current or former ministers of the Fellowship or their immediate family members as defined above, or
- Other persons, upon written request and approval by the Memorial Garden Committee.

In situations where it is unclear about the eligibility of an individual or other matter pertaining to the inurnment of an individual, the Memorial Garden Committee shall work with the minister and the family of the deceased to determine the approach to take.

Memorial Wall plaques are restricted to the same individuals listed above. These plaques may be purchased for individuals whose cremains are not in the Fellowship’s Memorial Garden.

Pet remains may be inurned in a Columbarium niche, however, only human names are allowed on the niche cover. Other items of significance may be placed in the niche if space is available.

Non-human cremains shall not be placed in the Scatter Garden.

### **3. Purchase of the Use of Columbarium Niches and Memorial Plaques**

Anyone may purchase the use of a Columbarium niche, Memorial Wall plaque or bronze plaque in the Scatter Garden, as long as they meet the terms of eligibility above. However, priority will be given to members of the Greenville Unitarian Universalist Fellowship if the number of unsold niches or memorial plaques becomes limited.

A purchaser of the use of a niche will receive a Certificate of Perpetual Use after the full payment of all appropriate fees, and may select any niche from those available. Once assigned, the location will not be changed as long as the Certificate of Perpetual Use has not been terminated. ***The legal title to all niches shall at all times remain with the Fellowship. The purchaser has no ownership of the niche, any portion of the Columbarium, or the grounds of the Memorial Garden.***

Each Columbarium niche has been assigned a specific number. Specific niches for the inurnment of cremains may be reserved upon payment of designated fees and execution of required documents. A granite plaque on the Memorial Wall or a bronze plaque on the Scatter Garden headstone may also be reserved upon payment of designated fees. A schedule of current required fees is provided on the last page of this policy. ***The fees may change as recommended by the Memorial Garden Committee and approved by the Fellowship's Board of Trustees.***

### **4. Engraving**

Each Columbarium niche cover, Memorial Wall plaque or Scatter Garden plaque shall be engraved with at least the name(s) and dates of birth and death of the deceased. An optional third line may be engraved on Scatter Garden plaques or Columbarium niche covers. Other engraving may be permitted as space allows and is subject to approval by the Memorial Garden Committee.

The Memorial Wall plaques, Scatter Garden plaques, and niche covers will each be uniform in size and appearance. The engraving and placement will be handled by the Memorial Garden Committee.

Due to the potential complexity of additional cremains being inurned at a later date, the Memorial Garden Committee reserves the right to approve or disapprove the engraving on the niche cover, in order to provide consistency in appearance with other niche covers.

There is no fee for the Scatter Garden plaque. However, a donation is appreciated to cover the cost of the plaque and maintenance of the Memorial Garden. If no donation is received, the cost of the plaque will be paid from the Memorial Garden Fund.

### **5. Sale or Transfer**

The right to use a niche may not be sold or transferred to any other individual except a family member who meets the eligibility requirements. In that event, designation of the person to be inurned may be changed by a written request from the purchaser to the Memorial Garden Committee.

A purchaser may at any time notify the Memorial Garden Committee that he/she wishes to terminate the right to use a niche. Upon written request to terminate, and surrender of the Certificate of Perpetual Use, the Memorial Garden Committee will refund one-half of the original price to the purchaser of the Certificate.

If the Columbarium should cease to operate, or should the Greenville Unitarian Universalist Fellowship ever relocate its campus or cease to exist as a congregation, the Memorial Garden Committee will make arrangements with the purchaser of the Certificate or their legal representative, to transfer inurned remains and waive transfer fees.

## **6. Abandonment**

The rights granted under the Certificate of Perpetual Use shall lapse upon the occurrence of one of the following events:

- Inurnment or internment of the owner of the Certificate elsewhere.
- No inurnment within five years after the death of the person to whom a Certificate of Perpetual Use has been issued.

In either of these events, the Memorial Garden Committee shall notify the family or legal representative of the deceased, by certified letter, of the intent to terminate the agreement.

To prevent termination, the legal representative, a spouse, partner, or lineal descendant shall advise the Memorial Garden Committee in writing, within 90 days of receipt of the certified letter, of an intention to have the remains inurned in the space reserved.

Upon termination of the rights claimed by the Certificate of Perpetual Use, the rights to the use of the Columbarium niche shall revert to the Greenville Unitarian Universalist Fellowship, and the Fellowship shall retain the right to any funds paid for the Certificate of Perpetual Use.

## **7. Addresses**

It shall be the responsibility of the purchaser to keep the Fellowship advised at all times of their current mailing address, as well as the addresses of the person for whom the niche is purchased, and the family or legal representative, or their designee. The purchaser will normally be the individual the Fellowship would contact for any reason, unless otherwise advised.

## **8. Inurnment**

- **Memorial Services** - A private or public service for the inurnment of remains may be conducted by a minister of the Greenville Unitarian Universalist Fellowship or an individual approved by the minister, in consultation with the family of the deceased. In the absence of a settled minister, the Pastoral Care Committee shall select a minister or other individual, in consultation with the family of the deceased.
- **Remains Containment** – Remains shall be placed in a sealed container, capable of withstanding the elements, and the container shall be suitable for removal and transportation, should it become advisable or necessary.

A niche may contain more than one container of cremains. However, a maximum of three names with dates of birth and death will be allowed on the niche cover. The interior dimensions of each niche are approximately 11" high x 11" wide x 11" long.

At no time shall the condition of any urns, containers or memorabilia located within the niche become the responsibility of the Greenville Unitarian Universalist Fellowship.

- **Scatter Garden** - If a plaque is to be mounted on the Scatter Garden headstone, the cremains or a portion of the cremains must be placed in the Scatter Garden.

## **9. Right to Remove Cremains and Niche Covers**

A niche may be opened and the contents removed only for good cause as determined by the Memorial Garden Committee. However, the Fellowship will allow movement of the niche contents to another location upon receiving legal authorization from a legally designated heir or representative of the deceased. Removal of niche contents terminates the right to further or future use, and the use of the niche will revert to the Greenville Unitarian Universalist Fellowship. Any expenses for relocation will be the responsibility of those requesting such action.

The Fellowship retains the absolute right, in its discretion, to remove containers of cremains, memorabilia and niche covers, and to relocate all or any part of the Columbarium (including niches) as it may deem necessary or advisable. If it becomes necessary to relocate an existing niche for any reason, the Fellowship will provide another niche for the cremains, and will advise the family or legal representative of the new location and the reason for the transfer. All openings, transfers and removals shall be fully documented by the Memorial Garden Committee in the Fellowship Memorial Garden records. The Greenville Unitarian Universalist Fellowship shall be released from any and all liability for removal of cremains due to purposes approved by its Board of Trustees.

## **10. Placement of Items in the Memorial Garden or on the Fellowship Campus**

No temporary displays of memorabilia, flowers, pictures, or other items shall be placed on or around the outside of the Columbarium, the Scatter Garden or grounds of the Memorial Garden. The Fellowship reserves the right to remove and dispose of any such memorabilia.

The Fellowship does encourage the planting of trees and shrubs in memory of a loved one. The choice and location of planting, as well as location of any permanent structures, such as benches or monuments, shall be subject to approval by the Memorial Garden Committee.

A written request may be made with details of the proposal and why it should be considered for approval. The Memorial Garden Committee will seek input from the Buildings and Grounds Committee, or other appropriate individuals, in making their decision regarding approval.

## **11. Liability**

Users of the Columbarium and Memorial Garden agree that the Greenville Unitarian Universalist Fellowship, its members and staff will not be liable to any subscriber, heirs, successors or assigns for preservation of cremains, nor for unauthorized removal of cremains, nor for damage to Columbarium niches and/or their contents caused by malicious mischief, vandalism, weather, war, civil disturbance, or acts of God.

**12. Unusual Circumstances**

The Memorial Garden Committee shall have the authority, by majority vote, to make exceptions to the terms of this Operating Policy. Likewise, any and all matters arising in connection with the operation and maintenance of the Memorial Garden, not covered in this Operating Policy, shall be determined by the Memorial Garden Committee, with notice to the purchaser of a Certificate, where necessary or practical.

**Memorial Garden Schedule of Fees**

Columbarium Niche for up to two sets of cremains	\$2,000 plus cost of engraving*
Addition of third or subsequent set of cremains	Cost of additional engraving*
Reopening/closing, other than for second cremains	\$100
Granite plaque for Memorial Wall	\$200 plus cost of engraving*
Placement of Cremains in Scatter Garden	No Charge
Bronze plaque in the Scatter Garden	\$250 requested donation

\* As of December 2020, the cost for basic engraving (name and dates of birth and death) on a Columbarium niche cover or Memorial Wall plaque is approximately \$50. For the cost of additional engraving on a niche cover (e.g. titles, nicknames, anecdotes or graphics) please contact the Memorial Garden Committee.

Greenville, South Carolina								
Columbarium Niches and Memorial Wall Plaques Available**								
SECTION I			SECTION II					
A 1	A 2	A 3	IN MEMORY		A 4	A 5	A 6	
B-1	B 2	B 3			B 4	B 5	B 6	
						AVAILABLE		
C1	C 2	C 3			C 4	C 5	C 6	
	AVAILABLE	AVAILABLE				AVAILABLE	AVAILABLE	AVAILABLE

\*\*Availability as of May, 2022

Columbarium Niches and Memorial Wall plaques in use or already sold are indicated by shading. The interior dimensions of each niche are approximately 11" high x 11" wide x 11" long. The space generally accommodates two or three urns of average size.

A maximum of three names may be placed on the niche cover. Pet cremains are allowed in the niche, but only human names are permitted on the niche cover.

Memorial Wall plaques are restricted to those individuals whose cremains are not placed in the Columbarium or Scatter Garden of the Greenville Unitarian Universalist Fellowship.