

Woodlane Community Church
5694 Woodlane Avenue
Newark, New York 14513
(315) 331-4903

Guidelines for the formation, operation and maintenance of a Memorial Garden

1. The Memorial Garden shall serve as a place for the burial of ashes of parishioners past and present, and their families as a place for private contemplation.
2. Requests for interment should be addressed to the Pastor of Woodlane Community Church.
3. Interment of the ashes shall be performed at the Pastor's discretion, either by the Pastor or by his duly authorized agent. A member of the family of the deceased or a representative thereof may or may not be present. The place of interment in the Garden shall follow a plan adopted by the Memorial Committee. No particular place in the Garden may be chosen or designated by the Applicant. No container shall be permitted for interment. No decorations are to be placed on any of the plots.
4. A record of interment, signed by the Pastor of his authorized agent and by a member of the deceased or a duly appointed representative thereof, shall be kept on file in the church office. The name of each Applicant whose ashes are interred in the Garden, with years of birth and death, will be listed on an individual bronze nameplate. This nameplate will be attached to a permanent and prominent bronze memorial plaque in the order of interment. This nameplate will be the only individual marker or memorial permitted in the Garden area.
5. A one time memorial donation, the amount of which will be determined from time to time by the memorial committee, will be accepted at the time of interment to help defray the expense of maintaining the perpetual care of the garden and the permanent recording of names and dates of the deceased. Currently a **\$250.00 donation will be accepted**. The church treasurer shall have charge of recording all such funds.
6. Memorial donations will be applied toward the purchase, planting and maintenance of trees, shrubs or other garden materials, and will be at the will and judgment of the Memorial Garden Committee.
7. The right to use the Memorial Garden will continue only as long as the present church edifice stands and is owned by the church. In the event of the demolition or sale of the church edifice, the church will be responsible only for the preservation of the aforementioned permanent record.
8. No liability of any kind or character whatsoever is assumed by the Church for the maintenance or preservation of the ashes of any person interred in the Memorial Garden or for any loss or damage to the ashes of such deceased persons, nor is any liability of any kind whatsoever assumed by the Church or Memorial Committee for any matter of thing relating to the Memorial Garden, its use or subsequent maintenance.
9. The basic design, planning, planting, and arrangement of the Garden shall at all times be under the supervision of the Memorial Garden Committee, subject to the final oversight of

the Consistory.

10. Contributions for additions or improvements will be gladly received by the Memorial Garden Committee.
11. Arrangements for the interment of ash remains, either your own or those of a member of your family (immediate), may be made by filling out and signing an application form. The application must be filed in duplicate in the Church Office. It must be accompanied by a Memorial Garden suggested donation of \$250.00 payable to Woodlane Community Church Memorial Garden. This fee covers interment, nameplate, and perpetual care. Perpetual care shall mean the maintenance of the Garden for so long as Arcadia Reformed Church, Newark, New York, owns and possesses the real property upon which the Church is located.
12. On approval of the Application by the Memorial Garden Committee, an Acceptance will be issued. The Application and Acceptance (with these Regulations) together constitute the Agreement between the Applicant and Arcadia Reformed Church Memorial Garden Committee.
13. The original of this contract will be kept in a permanent file in the church office of the Woodlane Community Church. A copy of the contract will remain with the Applicant.
14. The Memory Garden will be supervised by a Memory Garden Committee. This committee will supervise preparation for interment and engraving of memorial plaques and generally oversee the care and maintenance of the Garden.

8/21/2000 - Respectfully submitted: Cindy Timerson 315-573-4561

10/01/2014 - revised

**Application: for the Interment of Ash Remains in the
Woodlane Community Church Memorial Garden
\$250.00 fee to cover all expenses including name plate**

Newark, New York _____, 20__

I hereby request the interment of the Ash Remains of

In the Woodlane Church Memorial Garden.

Please print the name as you want it to appear on the name plate for the memorial garden.

The longer the name you want on the name plate, the smaller the font size will be.

I have read and agree to each and every one of the attached regulations governing the Woodlane Community Church Memorial Garden. I have made these regulations known to the person (s) below and they understand that this Agreement is binding on them, my heirs and devisees. I understand and agree that the Woodlane Community Church Memorial Garden Committee and the Woodlane Community Church, Newark, New York are not granting me, my personal representative, heirs or devisees, any right, title or interest of any sort in or to the real property of Woodlane Community Church, Newark, New York, including but not limited to the Woodlane Community Church Memorial Garden.

Signed _____ Birth: Month, Day & Year _____

Date _____ Death: Month, Day & Year _____

Name of person (s) responsible for carrying out my wishes as expressed below:

Name _____ Telephone number _____

Address _____

Name _____

Address _____

ACCEPTANCE

Newark, New York _____, 20__

The Woodlane Community Church Memorial Garden Committee acknowledges the receipt of the application of _____ and the donation of \$ _____. If the Applicant decides anytime prior to the interment that he or she wishes to cancel this Agreement, then the Memorial Garden Committee shall remit to the Applicant a portion of their donation. (to be decided at the signing of this agreement) upon receipt of the Applicant's written notice of his or her change of intent, and each party will be deemed fully released from all obligation and responsibility to the other under this Agreement.

Permission is hereby granted, subject to the Regulations of the Woodlane Community Church Memorial Garden, for the Interment in the Garden of the Ash Remains of _____.

The Woodlane Community Church Memorial Garden Committee agrees to inter the Ash Remains when presented, to furnish a proper individual nameplate and to provide perpetual care of the Garden.

Woodlane Community Church Memorial Garden Committee
BY: _____
Chairman

Date: _____ Payment method: _____

**Certificate of Cremation is required for the church records
10/01/2014 update**