

# MONTREAT CONFERENCE CENTER NANCY HOLLAND SIBLEY MEMORIAL GARDEN POLICIES, PROCEDURES AND DIRECTIVES

Approved by MRA Board of Directors 11/07; amended 3/2014

## PURPOSE

The Montreat Memorial Garden is designed (solely) as a place of rest, meditation and prayer, and to serve only as an appropriate site for interment of human ash remains for any of God's people. The Garden will stand as a reminder that those who went before us are not forgotten. It is hoped that this valued addition to the Montreat community will inspire reverence for this life and hope for the life to come.

## OVERSIGHT

The Montreat Memorial Garden Committee oversees the Memorial Garden under the Policies, Procedures and Directives adopted by the Board of Directors of the Mountain Retreat Association. The Committee arranges for the maintenance of the Garden and ensures that repairs, enhancements and additions are consistent with the master plan for the Garden. The Committee will also be responsible for maintaining in the offices of MRA a record of the interments in the Garden. Only those services that have received prior approval from the development office of the MRA may be conducted in the Garden.

## DEFINITIONS

**Certificate** is the contract between Mountain Retreat Association (MRA), d/b/a Montreat Conference Center, and any person who wants to use the Memorial Garden for inurnment or scattering of ashes. It is understood that this certificate does not constitute a sale of property rights but provides a license for the use of space for interment of ashes in accordance with Policies, Procedures and Directives adopted by the MRA.

**Certificate Holder** is the person who owns the certificate and has the right to have his/her ashes interred in the Montreat Memorial Garden, or can specify who uses it.

**Committee** consists of persons appointed by the MRA President to supervise the Montreat Memorial Garden. Committee members will serve a 2-year term with the possibility of being reappointed for additional 2-year terms. The MRA Board of Directors may at any time and from time to time remove and replace any or all members of the Memorial Garden Committee with or without cause.

**Interment** is the act of placing cremated remains in a scattering garden or urn.

**Inurnment** takes place when cremated remains are placed in a cylinder/urn as opposed to scattering. The cylinder/urn is placed in a niche.

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**Memorial Garden** is the Montreat Memorial Garden which contains a columbarium wall and a scattering garden located in Montreat, North Carolina.

**MRA** is the Mountain Retreat Association which is the corporate name of the Montreat Conference Center.

**Niche** is a designated space in the columbarium wall.

### **RESERVATION FOR NICHE/SCATTERING RIGHTS**

An "Application for Montreat Memorial Garden" must be submitted to reserve a specific niche(s) for future use or for the scattering of ashes. A Memorial Garden Certificate will be issued, for each niche or the right to scatter ashes, upon payment of fees and in accordance with Policies, Procedures and Directives adopted by the MRA Board of Directors. A Certificate only confers a license for the right to use the niche or scatter the ashes; the certificate confers no title or right of ownership.

Each application must include the name of the Certificate Holder in the format it is to appear on the niche cover or plaque nameplate and confirmed on the "Memorial Garden Certificate". It is suggested that a copy of this certificate be placed with the Will of the named person and family members and/or personal representative be advised.

Any niche that has not been previously reserved by another person may be reserved. A Memorial Garden Certificate will be issued upon full payment and confirmation of application. Niches will be assigned a Niche # which will designate the specific niche being reserved by the applicant.

Nameplates of those whose ashes have been scattered will be placed in the Memorial Garden as soon as possible after internment. (Casting of bronze plaques takes approximately eight weeks.) If spouses wish to have their nameplates next to each other they can withhold both nameplates until the last spouse passes away.

Nameplates of those who have had their ashes or remains placed elsewhere, but wish to be remembered in Montreat, will be placed on the Plaque of Remembrance. If spouses wish to have their nameplates next to each other they can withhold both nameplates until the last spouse passes away.

All nameplates/niche covers will be inscribed with only the deceased's name, date of birth, and date of death.

The Memorial Garden Committee is under no obligation to repurchase a Certificate; therefore all payments are final and no refunds will be made. The reservation of a niche(s) or scattering rights can be conveyed, assigned or transferred with the prior written consent of the Memorial Garden Committee. Requests for any such conveyances, assignments, or transfers must be made on forms provided by the Memorial Garden Committee.

If a certificate is lost, the Montreat Conference Center can reissue the certificate. A fee will be charged to reissue a certificate.

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### **FEES**

Fees for niches, rights to the scattering garden, nameplates on the Plaque of Remembrance, and other fees will be established and periodically reviewed by the Montreat Memorial Garden Committee. Inscriptions will contain only the deceased's name, date of birth, and date of death. The fee covers placing the inscription on the niche faceplate or casting of the bronze nameplates for the scattering garden Memorial Plaques and Plaque of Remembrance.

The cost of cremation and any attendant expenses are not the responsibility of the Montreat Memorial Garden.

### **REMOVAL OF CREMATED REMAINS**

#### **Removal By Family**

Upon written request of a personal representative of the deceased person or a person showing evidence of proper authority, a niche may be opened and the content removed. The decision as to the authority of the person requesting removal shall be in the sole discretion of the Committee, which decision will be final.

Upon removal, the family and/or personal representative terminates the right to use the niche. MRA may rely on any documents showing evidence of authority and shall not be required to make further inquiry with respect thereto. Removal constitutes a termination of the right to use the niche. Any person requesting such action shall agree to indemnify and hold MRA harmless from any costs (including legal fees and court costs) incurred in connection with such opening and removal.

#### **Removal Fee**

A removal fee will be assessed. No fees will be refunded by MRA to any person or estate upon the removal of inurned remains. All niche openings and closings shall be documented in the permanent records maintained for the Columbarium.

#### **Relocation or Discontinuance of the Columbarium**

MRA reserves the right to remove cremated remains for reinurnment in another location, whether on the present grounds of the Montreat Conference Center or elsewhere if the columbarium is relocated or discontinued.

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### **URNS AND PLAQUES**

For ashes placed in a columbarium, each niche has a cylinder(s) in which the ashes may be placed. Funeral homes and crematories typically offer a selection of urns and containers. Should the representative of the deceased prefer an urn for the cremated remains, that expense is the responsibility of the certificate holder or next of kin. The Garden's single niche measures 5½" in diameter and is 9½" deep. Double niches are also 5½" in diameter and are 19" deep. It is the responsibility of the representative of the deceased to select urns which can be accommodated within these niche dimensions. (Reference diagram drawing #1 attached). The cover of the niche is Bluestone on which only the deceased's name and dates of birth and death are to be placed.

The cast bronze nameplates recognizing those whose ashes are scattered in the garden, or memorializing those who are interred elsewhere, are 1" x 6½" and will be affixed to a large plaque mounted in the columbarium wall. Inscriptions will contain only the deceased's name, date of birth, and date of death.

### **FLOWERS**

The Montreat Memorial Garden has been designed as a lovely peaceful setting and place of tranquility for remembrance. Flowers may be placed in the garden on the day of a service but must be removed within five days thereafter. No artificial flowers, decorations, or other items may be placed in the Memorial Garden. There may not be any planting or digging within the confines of the garden area except as expressly authorized by the Committee and in accordance with the master plan.

### **FUNDS**

The Garden is financially self-sustaining. All funds received from the sale of rights to interment and any gifts to the MRA for the Garden shall be deposited into Memorial Garden Restricted Account of Mountain Retreat Association. Those funds are used to maintain the Garden in perpetuity. Should funds accumulate in excess of an amount needed for maintenance, the excess funds will be transferred to a Memorial Garden Quasi-

Endowment Account managed by the Montreat Conference Center Development Foundation, Inc. MRA Board authorized distributions from this account may be used for capital improvements, expansion, or major maintenance needs of the garden.

### **APPLICABILITY**

All Certificate Holders, as well as other persons with direct interest in the Montreat Memorial Garden, shall be subject to the Policies, Procedures and Directives for the Montreat Memorial Garden and any amendments hereto.

### **RELEASE**

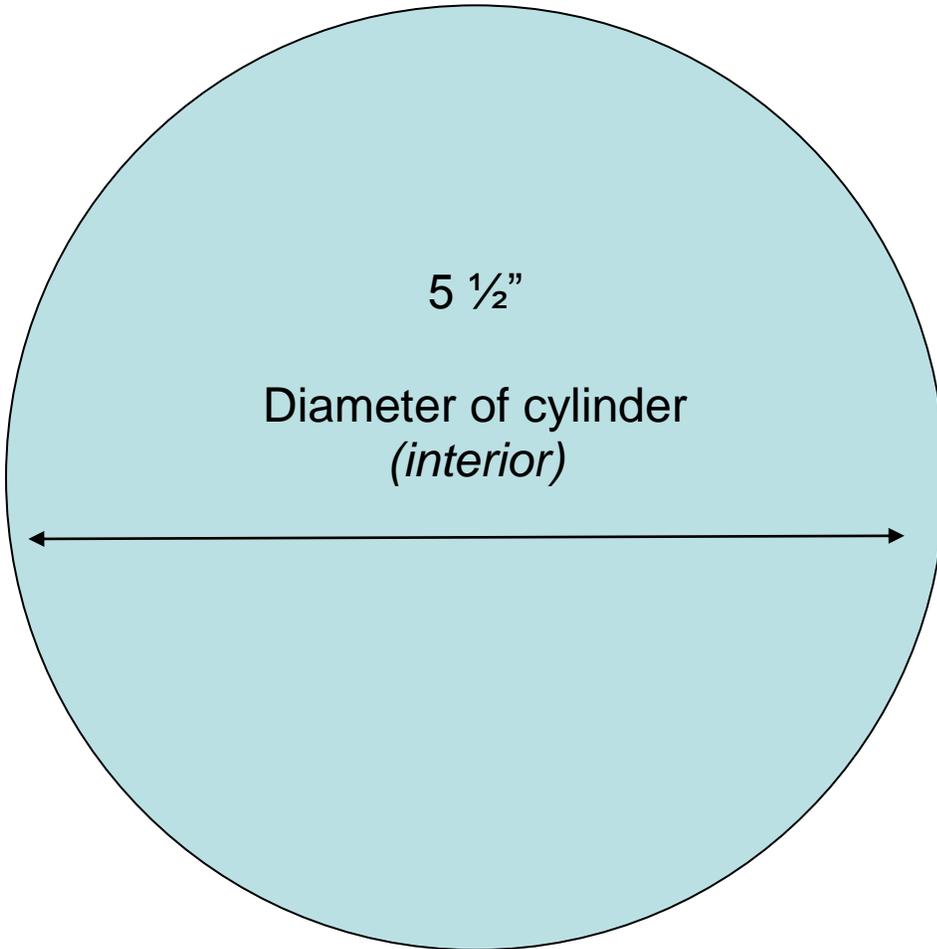
All Certificate Holders on behalf of themselves, their heirs, successors and assigns, release the Mountain Retreat Association, d/b/a Montreat Conference Center, their officers and

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Directors, from any and all claims and disputes and all liabilities arising from unauthorized removal of cremated remains or vandalism of niches and/or their contents, any claims arising as a result of the terms and conditions of this certificate or the use of the Montreat Memorial Garden, and agree to hold harmless and indemnify the Mountain Retreat Association, their officers and directors for all costs and expenses including attorney fees, arising out of third party claims on account of removal of cremated remains, whether authorized or unauthorized, or vandalism.

### **AMENDMENTS**

Amendments to these Policies, Procedures and Directives may be made only upon recommendation of a majority vote of the Montreat Memorial Garden Committee, and approval of the MRA Board of Directors.



5 1/2"

Diameter of cylinder  
*(interior)*

Length of cylinder 9 1/2"

**Interior Dimensions of Aluminum Cylinder  
that slides into the Columbarium Niche**

*(see page 4 of Memorial Garden  
Policies, Procedures and Directives)*

