

**Policies Related to the Columbarium and Columbarium Committee**  
**University Lutheran Church and Student Center**  
**914 Elm Avenue, Norman, Oklahoma, 73072**

**I. PURPOSE**

The Columbarium Committee of University Lutheran Church and Student Center is created to provide a space for depositing (“inurnment” of) cremated remains (“cremains”) of deceased Church members and other eligible persons and/or memorial space.

**II. GOVERNANCE**

1. *The Columbarium Committee (“Committee”)* is a standing committee of ULCSC. This Committee administers, operates, and maintains the Columbarium under a delegation of authority from the Church Council of University Lutheran Church and Student Center (“ULCSC”).
2. *Committee Membership and Appointment.* The Committee shall consist of three (3) Church members, appointed by the Church Council each year. Members shall serve for no more than two consecutive terms at a time.
3. *Committee Functions and Duties.* The Committee shall have authority to:
  - a. Elect its own Chair, Vice Chair and Secretary.
  - b. Set meetings according to need as Applications to Reserve a Right of Inurnment are received.
  - c. Recommend procedural changes, subject to approval by the Church Council.
  - d. Receive donations from the reservation of niches and make disbursements or pay expenditures, subject to accounting for such financial transactions to the Church Council on a monthly basis, using accounts with designated financial institutions.
  - e. Raise funds for the Columbarium construction.
  - f. Generally, administer, operate and maintain the Columbarium consistent with these Policies, approved by the Church Council, and the physical plans submitted to and approved by the Church Council and Congregation, maintaining all records and documentation relating to the Columbarium, the reservation of niches, and all inurnment in the Columbarium.

**III. ELIGIBILITY FOR INURNMENT**

Eligibility to reserve and use a space is restricted to members of ULCSC and their immediate family defined as spouse, children, brothers, sisters, parents, and grandparents. The Committee may make exceptions to the foregoing restriction. The decision of the Committee is final unless an appeal of denial of an exemption is made to the Church Council for consideration of an exemption.

**IV. DONATIONS**

1. The one-time donation for the right of inurnment in the Columbarium is as follows: Per Niche - \$2,000 if a commitment is made to reserve by March 1, 2023, and the application and full donation are received by July 31, 2023. The donation needed to reserve a niche will be \$2500 for applications received after March 1, 2023. This donation includes all costs directly associated with inurnment, inscription of nameplate, and the perpetual care fund for the Columbarium. It does not include the cost of cremation, transportation, any additional engraving desired by the family on the urn cover, and other off-premise costs. The fee may be changed if recommended by the Committee and approved by the Church Council.

## **V. RIGHT OF SOLE AND PERPETUAL USE OF A NICHE**

Each niche in the Columbarium shall have a capacity of one urn with ashes for one person. To reserve the sole and perpetual use of a niche, an eligible person should obtain a Columbarium packet from the Church office or download it from the church website. This packet contains a copy of the Columbarium brochure, Columbarium Policies and Application to Reserve, and an Inscription Order Form. Any applicant should complete all appropriate forms and submit them with the donation to the Committee for approval at its next regular meeting. When the application is approved and full donation received, the applicant will be issued a completed Certificate to a Right of Inurnment (“Certificate”). This Certificate may be used immediately, or at a future date. The Certificate is NOT transferable.

## **VI. SELECTION OF NICHES**

When an application has been approved, the location of the reserved niche shall be in sequence based on the order in which donations are received. If more than one application is approved on the same date, the sequence shall be based on the date and time the completed applications are received. The Committee will do its best to meet any family requests to reserve adjoining niches.

## **VII. SPECIFIC REQUESTS BY APPLICANTS**

All specific requests made by reservation of sole and perpetual use of niches, including but not limited to, inscription instructions for the name plate cover and the urn cover and the desired location of a niche, must be made in writing and attached to the application at the time it is submitted and on the Inscription Order Form. Additional requests may be made in writing delivered to the Church office. The Church and the Committee shall not be held responsible for any mistake occurring due to lack of precise written instructions approved as part of the Certificate.

## **VIII. INURNMENT PROCEDURES**

- a. *Urns.* The only urn that may be used for inurning cremains in the Columbarium shall be the urn provided for the Columbarium from the Church.
- b. *Inscription on Niches.* The inscription for the name plate cover and the urn cover shall be of uniform size and style as chosen by the Committee. The name plate cover shall include only the deceased’s full name, date of birth, and date of death. The urn cover must align with the format, size and style chosen by the Committee for all niches. The donation to reserve the sole and perpetual use of a niche for inurnment does include the cost of the inscription on the name plate cover only. The Committee will make arrangements for the inscription, in accordance with the name, dates, and other information furnished by or for the applicant. The Committee shall reorder the inscription if there is an error that deviates from the information provided on the Inscription Order Form. All other errors will be corrected at the expense of the niche applicant or his/her estate.
- c. *Personal Items.* Personal or memorial items may be placed in the urn as long as the items fit in the original size urn and are not of a volatile nature.

## **IX. FLOWERS, ORNAMENTS, AND DECORATIONS**

- a. *Floral Regulations.* The ULCSC Columbarium will be located outside of the church building and is designed with a memorial setting. Therefore, no additional flowers, plants, or decorations shall be permitted.
- b. *Prohibited Ornaments.* Placement of temporary items such as a wreath, potted flower, or other item, at the base of the Columbarium wall is permitted. Items cannot be attached to the structure in any way. Items will be cleared away at the end of each month. If you wish to retrieve an item, it must be retrieved by the last day of the month.

**X. APPLICANT'S OBLIGATION OF NOTIFICATION**

The Applicant of Inurnment has an obligation to keep the Church notified concerning his or her current address, contact information, and/or related information prior to inurnment. In the event of the death of any named Designee, the Applicant shall keep the Church notified of the next person designated to receive notices regarding the inurnment space and that person's current contact information.

**XI. CONSTRUCTION AND Funds donated to the Columbarium will be in a dedicated account** maintained by the Church, under direction of the Committee, to cover all expenses related to the construction and perpetual care of the Columbarium, including the following:

1. Routine maintenance
2. Insurance as required
3. Modifications and repairs to the Columbarium
4. Relocation of the Columbarium
5. To cover the donation for a niche for a member that cannot afford one
6. Other church ministry expenditures at the discretion of the Church Council

**XII. RE-ACQUISITION AND REMOVAL**

- a. *Right to Re-acquire.* The Committee retains the right to re-acquire the unused inurnment rights from the applicant or designee for a reserved niche by returning the original donation to the applicant or designee, but is not required to do so.
- b. *Removal.* Cremains remain the property of the family or the estate of the deceased. If the cremains of the person listed on the Certificate have been inurned in a niche and the survivors wish to remove all the cremains, rights to the niche will revert to the Church, with no compensation due to the user's estate or survivors/heirs.

**XIII. TITLE AND RETAINED RIGHTS**

The Columbarium is owned by and is part of the Church. The holder of a certificate acquires no property rights in the Columbarium, any of its niches or any of the Church's property. Legal title to the Columbarium and all niches remains with the Church at all times. The Certificate attests only to the right to inurn the cremains of the person named on the Certificate in the specific niche stated in the Certificate. Assignment of Cremains to a specific niche shall constitute only an agreement to use such niche pursuant to these Policies, as amended from time to time. In the event of a discrepancy between the Certificate and the administrative records maintained by the Committee, the latter shall control.

**XIV. REMOVAL OF CREMAINS BY THE CHURCH**

Cremains may not be removed from the Columbarium without written consent of (a) the Church and (b) the Applicant or if deceased, the Designee of the Right of Inurnment. The rules stated in the section, Re-acquisition and Removal shall apply.

- a. In the event that the Columbarium requires repair in order to maintain its integrity, the holder(s) of the Inurnment Rights agree(s) to permit the temporary and respectful removal of any cremains until those repairs are completed.

**XV. SECURITY OF CREMAINS**

The Church shall not willfully take any action or willfully fail to do any act that would result in the loss, destruction, or desecration of any cremains in niches. The holder(s) of the Inurnment Rights will assume the risk of the loss, destruction, or desecration of the decedent's cremains from any or all causes.

**XVI. TERMINATION OF THE COLUMBARIUM**

The Right of Inurnment will continue as long as the present Church edifice stands and is owned and utilized as the primary place of worship by the Church. If the present edifice is to be sold or demolished and a replacement Columbarium is to be constructed at the new site, an Applicant will be entitled to an inurnment space equivalent to the space occupied or reserved at the time, and the expense of the move will be borne by the Church. If ULCSA is dissolved as an entity and a replacement Columbarium is not constructed at a new site, the Right of Inurnment will cease. In that event, the Church will notify the owner (or his or her legal representative successors) that they must remove the cremains from the niche. If no one of such persons removes the cremains within a reasonable amount of time, or if no one of such persons can be contacted within legal time, the Church has the right to relocate the cremains, as it deems proper. No refund of any amount for the Inurnment Rights will be made.

**XVII. PERSONAL CONDUCT IN THE COLUMBARIUM AREA**

The Columbarium is part of the Church, and all persons in the Columbarium area are expected to conduct themselves in accordance with customary good decorum as normally observed in a sacred area of the Church. Any member of the Church staff is empowered to enforce these rules and regulations and to exclude from the Columbarium area any person(s) violating these rules and regulations.

**XVIII. PROTECTION AGAINST LOSS**

The Church may carry such insurance for its own benefit upon the Columbarium and contents as the Committee sees fit. However, there is no obligation upon the Church or the Committee to provide any insurance for the benefit of the Inurnment Rights holders.

**XIX. AMENDMENT OR WAIVER OF OPERATING RULES**

The Church Council of ULCSA may, at any time, amend, repeal, suspend or waive any or all of these *Policies*. Waiver of any part of these policies shall not be construed, unless specifically so stated by the Church Council, to constitute a continuing waiver of that portion of these policies with respect to any situation or occurrence arising thereafter.

**UNIVERSITY LUTHERAN CHURCH AND STUDENT CENTER  
914 ELM AVENUE, NORMAN, OKLAHOMA, 73072**

**APPLICATION FOR RIGHT OF SOLE AND PERPETUAL USE OF NICHE(S)**

**Date of Application:** \_\_\_\_\_

**Church Member/Applicant Name:**

\_\_\_\_\_

**Last**

**First**

**Middle**

**Applicant Mailing Address:** \_\_\_\_\_

**Applicant Home/Cell Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Applicant Email:** \_\_\_\_\_

**Next of Kin/Designee Full Name:**

\_\_\_\_\_

**Last**

**First**

**Middle**

**Next of Kin/Designee Mailing Address:**

\_\_\_\_\_

**Next of Kin/Designee Home/Cell Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Next of Kin/Designee Email:** \_\_\_\_\_

**Requested number of Niches to be Reserved for Inurnment of Cremains:** \_\_\_\_\_

**Family Name(s)/Relationship(s):**

\_\_\_\_\_

\_\_\_\_\_

**Preference of Niche(s) by Location ID on Current Columbarium Map:**

\_\_\_\_\_

**Donation**

The donation to reserve each niche is \$2,000 if a commitment to apply is received by March 1, 2023; and the full application and donation is made by July 31, 2023. After March 1, 2023, the donation per niche is \$2,500, with at least 50% down to reserve each niche and the balance due 12 months from the application date.

**Donation Arrangement (please select one):**

- Donation Made in Full at time of Application
- Donation Made in Full by July 31, 2023
- Donation Plan for Applicants after March 1, 2023: A minimum of a 50% donation is required to reserve a niche at the time of application with the donation balance due 12 months from the date of application.

**Donation Amount Submitted at the Time of this Application: \$\_\_\_\_\_**

Donations may be made via check **payable to ULCSC with a memo for "Columbarium."** The church mailing address is University Lutheran Church and Student Center, 914 Elm Avenue, Norman, OK 73072. Online donations also are accepted at the church website with a credit or debit card or from a checking account. Applicants need to set up an account online via the church website.

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I, the above named APPLICANT, do hereby tender a donation for the Sole and Perpetual Use of \_\_\_\_\_ niche space(s) as noted on this Application of Sole and Perpetual Use of a niche(s) in the Columbarium of University Lutheran Church and Student Center, 914 Elm Avenue, Norman, Oklahoma, 73072 and the Policies Related to the Columbarium and Columbarium Committee, a copy of which I received and have read. I also submit the attached Inscription Order Form with this application with information as known and per the Policies. In consideration for the review and acceptance of my APPLICATION by the Columbarium Committee of University Lutheran Church and Student Center, I agree to abide by all of the aforesaid Policies as the same exist now and as they may be amended from time to time. I understand a majority of the Columbarium Committee may reject an APPLICATION for stated reasons.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
Date

\*\*\*\*\*

**For Office Use Only (check one):**

- Application Approved on \_\_\_\_\_, 20\_\_\_\_\_
  - Application Approved on \_\_\_\_\_, 20\_\_\_\_\_ with the following changes:
  - Application not Approved on \_\_\_\_\_, 20\_\_\_\_\_ for the following reason(s):
- Columbarium Committee Member Signature: \_\_\_\_\_ Date \_\_\_\_\_

**UNIVERSITY LUTHERAN CHURCH AND STUDENT CENTER  
914 ELM AVENUE, NORMAN, OKLAHOMA, 73072**

**INSCRIPTION ORDER FORM FOR COLUMBARIUM NICHEs**

The inscription for the name plate cover and the urn cover shall be of uniform size and style as chosen by the Committee. The name plate cover shall include only the deceased's full name, date of birth, and date of death. The urn cover must align with the format, size and style chosen by the Committee for all niches. The donation to reserve the sole and perpetual use of a niche for inurnment does include the cost of the inscription on the name plate cover only. The Committee will make arrangements for the inscription, in accordance with the name, dates, and other information furnished by or for the applicant. The Committee shall reorder the inscription if there is an error that deviates from the information provided on the Inscription Order Form. All other errors will be corrected at the expense of the niche applicant or his/her estate.

Date of Application: \_\_\_\_\_

Church Member/Applicant Name: \_\_\_\_\_

**Please print clearly or type the information below. We understand the date of death may not be known at the time of application:**

**Niche Inscription(s)**

**Name Plate Cover**

Full Name: \_\_\_\_\_

Date of Birth (Spell out Month, Date, full year) \_\_\_\_\_

Date of Death (Spell out Month, Date, full year) \_\_\_\_\_

**Urn Cover**

Full Name: \_\_\_\_\_

Message on top will read: In Loving Memory

Symbol: Praying hands.

Message on bottom (limit 30 characters and spaces): \_\_\_\_\_

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**Niche Inscription(s) (continued)**

**Name Plate Cover**

Full Name: \_\_\_\_\_

Date of Birth (Spell out Month, Date, full year) \_\_\_\_\_

Date of Death (Spell out Month, Date, full year) \_\_\_\_\_

**Urn Cover (additional cost to applicant/family)**

Full Name: \_\_\_\_\_

Message on top will read: In Loving Memory

Symbol: Praying hands.

Message on bottom (limit 30 characters and spaces): \_\_\_\_\_

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**Name Plate Cover**

Full Name: \_\_\_\_\_

Date of Birth (Spell out Month, Date, full year) \_\_\_\_\_

Date of Death (Spell out Month, Date, full year) \_\_\_\_\_

**Urn Cover (additional cost to applicant/family)**

Full Name: \_\_\_\_\_

Message on top will read: In Loving Memory

Symbol: Praying hands.

Message on bottom (limit 30 characters and spaces): \_\_\_\_\_

\*\*\*\*\*

(Please attach additional pages if needed.)



**COLUMBARIUM CERTIFICATE  
RIGHT OF SOLE AND PERPETUAL USE**

*Issued by ULCSC Columbarium Committee*

University Lutheran Church and Student Center, a corporation organized and existing under the Statutes of the State of Oklahoma, and owning and maintaining a Columbarium in its Church at 914 Elm Avenue, Norman, Oklahoma, 73072, in consideration of the total donation of \$ \_\_\_\_\_, receipt of which is hereby acknowledged and grants the following unto:

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

the sole and perpetual use of **niche(s)** \_\_\_\_\_ as shown on the plans or diagrams of said Columbarium on file in the office of said University Lutheran Church and Student Center, subject to the provisions, conditions and limitations, and with the privileges specified in the Columbarium and Columbarium Committee Policies as adopted and as amended by the Church Council of University Lutheran Church and Student Center.

It is further agreed that the rights of sole and perpetual use of a niche or niches as designated herein by an applicant's heirs or legatees, are subject to the Columbarium and Columbarium Committee Policies as adopted and as amended by the Church Council of University Lutheran Church and Student Center.

University Lutheran Church and Student Center reserves to itself the right to enlarge or remodel said Columbarium, or to remove the same and build a new Columbarium at a new location and abandon the use of the existing Columbarium, and in any of these events if the niche(s) specified above is/are affected, University Lutheran Church and Student Center shall substitute for the niche(s) specified above, another of substantially like size and character, in which event the owner shall have the same rights in such substituted niche(s) as are granted hereby subject to the terms, conditions, limitations, and provisions hereof.

It is hereby mutually agreed that the rights hereby granted are and shall for all purposes be deemed to be personal property only.

In Witness whereof, University Lutheran Church and Student Center has caused these present to be subscribed by its duly authorized officers on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

University Lutheran Church and Student Center

(SEAL)

By \_\_\_\_\_  
Applicant

By \_\_\_\_\_  
Columbarium Committee Representative

# UNIVERSITY LUTHERAN CHURCH AND STUDENT CENTER COLUMBARIUM CHURCH RECORD

Commitment Date (Only use this if on or prior to March 1, 2023): \_\_\_\_\_

Application Date: \_\_\_\_\_

Reservation for \_\_\_\_\_ niche(s) s in the name of (family) \_\_\_\_\_

Name of Member Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Donation to be Received: \_\_\_\_\_

Note: The donation to reserve each niche is \$2,000, if a commitment is received by March 1, 2023, and the full donation is made by July 31, 2023. After March 1, 2023, the donation per niche is \$2,500 with 50% down required to reserve a niche. The balance is due 12 months from the application date.

**Donation Arrangement (please select one):**

Commitment received by March 1, 2023. Full donation of \$\_\_\_\_\_ due by July 31, 2023.  
Date full donation received \_\_\_\_\_

**Donation of \$\_\_\_\_\_ made in Full at Time of Application**

Donation Plan for Applications received after March 1, 2023: A minimum of a 50% donation is required to reserve a niche at the time of application with the donation balance due 12 months from the date of application.

Donation Amount Submitted at the Time of Application: \$\_\_\_\_\_

Balance Due: \_\_\_\_\_ by (insert date) \_\_\_\_\_

**Location of Niche(s) Reserved. :** \_\_\_\_\_

**Record of Inurnment (OFFICE USE ONLY):**

Name of Deceased	DOB	DOD	Location of Niche	Inurnment Date	Signed