

MEMORIAL GARDEN POLICY

Fee Structure

Date: 1-1-05

Final

Approved by: Memorial Garden Committee

PURPOSE:

To establish a fee structure to cover the costs associated with the reservation of space on the Memorial Wall and the subsequent inscription of names.

SCOPE:

Covers all requests for space and inscriptions relating to the current or future use in connection with the Memorial Wall.

DEFINITIONS:

1. **Inscription Fee**....An established fee that will be charged to a Congregant for the privilege of inscribing a name on the Memorial Wall.
2. **Space Reservation Fee**....An established fee that will be charged to a Congregant for the privilege of reserving space on the Memorial Wall for a future inscription.

GUIDELINES:

The Memorial Garden Committee shall, with the approval of the Board of Directors, establish a fee structure for both reserving space and inscribing names on the Memorial Wall. All changes to the fee schedule must be approved by the Board of Directors. Any changes to the fee structure will be applied only to new requests from the approval date forward.

PROCEDURE:

Congregants can elect to purchase an inscription on the Wall. In addition, congregants may elect to reserve space for future inscriptions.

The fee structure is as follows:

- The purchase price of space to be inscribed is \$500
- The purchase price of space to be reserved for future inscription is also \$500

An inscription and reservation for space will be considered once a formal application is completed and accepted by the Memorial Garden Committee. All fees are payable at the time of application. Should a congregant's application for an inscription be rejected by the Committee, all fees will be returned.

Ownership of reserved space is not transferable unless it is passed on through a member's estate. Reserved space can be donated back to the Temple should the original subscriber or his/her heirs elect to do so.

MEMORIAL GARDEN POLICY

Honor Eligibility

PURPOSE:

To establish a framework in which the Memorial Garden Committee will determine specifically who is eligible to request that a name be placed on the Memorial Wall or request that space be reserved for a future inscription. This policy is also designed to insure that the placement of a specific name on the wall is in keeping with the spirit of the Congregation's desire to honor those who have passed before us.

SCOPE:

All members of the Congregation who are in "good standing."

DEFINITIONS:

1. **Congregant**.....A an individual or dependent family member who has been accepted for membership in the Congregation in keeping with its bylaws.
2. **Good Standing**....A member who is no more than 90 days in arrears in his or her financial obligations to the Temple.
3. **Appropriate Name**....A name will be deemed as appropriate for inclusion on the Memorial Wall providing it is that of a deceased family member, relative, or friend of a Congregant. The name of the individual to be included in the memorial must be in keeping with the Congregation's desire to ensure that the site represents a peaceful space to remember, honor, and celebrate the tradition of yahrzeits for family, friends, and generations past.
4. **Memorial Garden Committee**....A group of Congregants who formally serve at the discretion of the Board and are charged with the administration of the Memorial Garden site which includes the placement of names to be honored on the site.

GUIDELINES:

All members in good standing with the Congregation are eligible to purchase a space on the Memorial Garden's Wall of Remembrance and subsequently submit a request for inscription of a name to be engraved on that space.

The inscriptions must be in keeping with the format as determined by the Memorial Garden Committee.

There is no religious affiliation requirement for individuals being considered for inclusion on the Wall. Likewise, there is no restriction on the relationship between

the donor and the name to be honored. It is all inclusive (family, relatives, and friends).

An individual's name can only appear once on the Wall of Remembrance.

Non Congregants can request a name to be placed on the wall as long as the name is that of a deceased Congregant. Non Congregants cannot reserve future space.

The Memorial Garden Committee has the discretion to reject any name that might be determined to be inappropriate for inclusion on the wall. A Congregant can appeal the decision to the Board of Directors who will have the final say in such matters.

All fees associated with the reservation of space on the Memorial Wall and the subsequent inscription must be paid at the time the application for the space is submitted to the Memorial Garden Committee.

PROCEDURE:

A formal application for space on the Wall must be made to the Memorial Garden Committee with the appropriate fees included.

The Memorial Garden Committee will review the application and determine the eligibility for inclusion on the memorial.

The Committee will advise the Congregant as to the disposition of the request and if it is accepted they will schedule the inscription.

MEMORIAL GARDEN POLICY Inscription Guidelines & Placement

PURPOSE:

To establish a standard for the inscription format and accompanying methodology and procedures for randomly placing subscriptions for space on the Memorial Wall that will balance the aesthetics of the inscriptions with the space available.

SCOPE:

Covers all requests for space dedicated to current or future use on the Memorial Wall.

DEFINITIONS:

3. **Approved Subscription**....An order for space with an accompanying payment that has been accepted by the Memorial Garden Committee.
4. **Random Inscription Method**....Predetermined randomized system to place the inscriptions so as to spread the names around the wall in an aesthetically pleasing manner. All requests for space on the Memorial Wall will follow the methodology that has been established in advance where feasible.
5. **Inscription Verification Form**....A form that will serve as the formal verification of the inscription order to insure that the name and dates to be inscribed are accurate. It will also provide information as to the timing of the inscription and the location of the inscription on the Wall of Remembrance.

GUIDELINES:

All inscriptions will be in English with one line dedicated to display the name of the person to be honored. The second line will be used to reflect the birth and death date or a single date of passing. The dates can be written to reflect the Hebrew calendar, but it will be written in English.

All lettering and numbers will be of a predetermined uniform height and font throughout the Memorial Wall. The space available for a name will be limited to a predetermined number of characters per line including blank space. As a result it might be necessary to modify a name request (ie use initial rather than first name etc.)

No more than one person's name will be dedicated to a single line (ie no Mr. & Mrs.).

Letters depicting degrees or religious occupations may not be used. No logos will be assigned to the naming line.

No Congregant can select a specific location on the wall they will be assigned as applications are received. Placement will be subject to a random scheme administered by the Memorial Garden Committee.

Contiguous space for actual inscriptions or to be reserved at the time of purchase will be subject to availability.

PROCEDURE:

Congregants will submit applications for space along with the appropriate payment to the Memorial Garden Committee for approval. Once approved, the Committee will prepare an "inscription verification form" for the member to review and sign.

Approved subscriptions for space on the Memorial Wall will be processed in the order in which they are received and the location of on the Wall will be made at that time.

Congregants can elect to purchase space on the Wall without electing to have it inscribed at the time of purchase.

MEMORIAL GARDEN POLICY

Site Usage

PURPOSE:

To establish a standard for Congregational use of the Memorial Garden area that includes the Wall of Remembrance.

SCOPE:

Covers all requests for the formal and informal use of the space that comprises the Memorial Garden and the Wall of Remembrance.

DEFINITIONS:

1. **Usage Scope**....The area is to be used for the sole purpose of recognizing the passing and honor the yahrzeits of those whose names that have been inscribed on its walls and the community in general.
2. **Formal Usage**....A formal gathering to conduct a service or commemorative celebration (either religious or not) at the site.

GUIDELINES:

The area that comprises the Memorial Garden and the accompanying Remembrance Wall is for the exclusive use of members of the Congregation. The Remembrance Wall is a special place that will be treated with the appropriate respect that such a memorial demands of the Jewish community. It is also a piece of public art that is an important component of the Shir Hadash campus. As such any formal use of the area outside of its normal usage scope will need to be approved in advance.

PROCEDURE:

The Memorial Garden area and the Remembrance Wall is available to Congregants during the Temple's normal hours of operation.

The approval for any formal use of the area for ceremonial or other purposes must be obtained and scheduled through the Temple office.

The Remembrance Wall area is both a memorial and an important piece of religious art. As such:

Nothing is to be placed on the walls or in the area in a commemorative gesture or otherwise.

No candles are permitted in the Memorial Wall area.

There is no food or beverages permitted in the Memorial Wall area.

Should a formal gathering be held in the area nothing is to be left behind in the Remembrance Wall area.