

**Rules and Regulations
Of
Our Lady Queen of Heaven Mausoleum Garden
A Ministry of St. Stephen, Martyr Roman Catholic Church**

This document constitutes the Rules and Regulations (Rules and Regulations) governing Our Lady Queen of Heaven Mausoleum Garden (Mausoleum), a ministry of St. Stephen, Martyr Roman Catholic Church (Church). They are designed to preserve the dignity and sacredness of the Mausoleum and for the safety and protection of all those interred at the Mausoleum and visitors to the Mausoleum. All those purchasing and/or holding a Certificate of Interment for a crypt or niche in the Mausoleum and visitors to the Mausoleum shall be subject to these Rules and Regulations, as they may be amended from time to time.

1. **Crypts.** Except as set forth in this Section 1, crypts may be used for no purpose other than for the interment of embalmed human remains in a casket. Only one (1) casket may be placed in a single crypt. Two (2) caskets may be placed in a double crypt. Crypts may not be divided. An urn containing human cremains may be placed in a family member's crypt with the prior written consent of the Mausoleum and at a cost to be determined by the Mausoleum.
2. **Niches.** Niches may be used for no purpose other than the interment of human cremains in an urn. Only one (1) urn may be placed in a niche, unless otherwise approved in writing by the Mausoleum. The Mausoleum must approve the type of urn to be placed into the niche prior to interment. All urns must be able to fit into a 12x12x12 inch niche. No items may be placed in the niche other than the urn containing human cremains.
3. **Admission of Visitors.** Visitation hours will be posted at the main entrance to the Mausoleum. Persons entering the Mausoleum may be required to present proper identification to the on duty Mausoleum representative. The Mausoleum reserves the right to refuse admission to anyone. Children under the age of twelve (12) years shall not be permitted to visit the Mausoleum unless accompanied by a responsible adult.
4. **Funerals.** All funerals held at the Mausoleum shall be under the supervision of the Church, which reserves the right to impose any restrictions it may deem necessary to ensure that such funerals are performed in accordance with the rules and regulations adopted from time to time by the Church relating to burial and funerals, and the canons, regulations, laws and discipline of the Roman Catholic Church and the Diocese of Richmond, Virginia relating to burial and funerals.
5. **Inscriptions.** Inscriptions in the stone on the face of each crypt and niche shall be limited to the decedent's first name, middle initial and last name, and years of

- birth and death. No exceptions will be made. The Mausoleum will arrange for the inscriptions to be placed on the stone on the front of the crypts and niches and the installation of any additional items purchased from the Mausoleum.
6. **Flowers.** The Mausoleum shall have designated areas for the placement of real flowers and plants. At no time may flowers and/or plants be placed anywhere on the Mausoleum property other than within the designated areas. All funeral flowers will be removed from the area of interment and placed in the designated area for flowers within two (2) days of interment.
 7. **Objects.** Other than vases, lights, cameos and military medallions purchased through the Mausoleum and installed to the front of crypts and niches at the direction of the Mausoleum, the placing of any objects in the Mausoleum or attaching anything to the Mausoleum buildings, including, but not limited to, the stone on the front of the crypts and niches, is strictly forbidden. Should unauthorized items be left at the Mausoleum they will be removed without notice. Should damage occur to the stone or any other areas of the Mausoleum due to unauthorized items being attached to the Mausoleum buildings, including, but not limited to, the stone on the front of the crypts and niches, or left in the Mausoleum, the holder of the Certificate of Interment, or nearest relative, will be billed for all charges to repair or replace the stone or damaged area of the Mausoleum. If necessary, this will also include a charge for a new inscription. The decision to repair or replace any damaged area shall be that of the Mausoleum.
 8. **Maintenance and Repairs.** Subject to the provisions of Section 7 of these Rules and Regulations, the Mausoleum shall be responsible for the ongoing maintenance of Mausoleum, and for the repair or reconstruction of the face of any crypt or niche which becomes damaged. A perpetual care fund at a local bank will be maintained for all future maintenance, repair and replacement needs of the Mausoleum.
 9. **Notice of Change of Address of Owner.** The crypt or niche certificate holder must notify the Mausoleum of any change of address. Written notice sent to a crypt or niche certificate holder at the last address on file with the Mausoleum shall be considered sufficient legal notice.
 10. **Transfer of Crypts and Niches.** Rights to interment in a crypt or niche in the Mausoleum may not be sold or transferred to another person without the express, written consent of the Mausoleum. In the event the Mausoleum does not consent to a requested transfer, the Mausoleum shall have the right to purchase such right to interment at eighty percent (80%) of the original purchase price on record at the Mausoleum. Prior to interment, the purchaser of a Certificate of Interment or the holder of a Certificate of Interment may change the location of interment to a crypt or niche in another section or level within the Mausoleum with the written consent of the Mausoleum and payment of all fees charged by the Mausoleum

related to such change, including, but not limited to, the difference, if any, between the purchase price for the relocated crypt or niche and the purchase price paid for the original crypt or niche. The original purchase price paid shall be considered a deposit for the relocated space.

11. **Disinterment and/or Relocation.** Any heir at law or descendent of a deceased whose remains or cremains are interred at the Mausoleum may request disinterment to move the remains or cremains of the deceased to a location outside of the Mausoleum or to another location within the Mausoleum. Such request shall be made in writing to the Mausoleum. Disinterment shall not occur until all legal requirements relating to disinterment have been satisfied and all fees related to the disinterment and, if applicable, relocation within the Mausoleum, have been paid to the Mausoleum, such fees to be determined by the Mausoleum at the time of receipt of the request for disinterment and, if applicable, relocation.
12. **Abandonment.** In the event a crypt or niche is not used for a period of fifty (50) years or more from the date of the corresponding Subscription Agreement, the right to interment in such crypt or niche shall be deemed abandoned and revert to the Mausoleum as provided for, and upon the Mausoleum's compliance with, the terms of Virginia Code Section 57-39.1:1, as amended from time to time.
13. **Reservation of Rights.** The Mausoleum reserves the right to prohibit the interment in the Mausoleum of any person whose interment therein would be in violation of the Rules and Regulations established for the Mausoleum, rules and regulations adopted from time to time by the Church relating to burial and funerals, and the canons, regulations, laws and discipline of the Roman Catholic Church and the Diocese of Richmond, Virginia relating to burial and funerals, or any federal or state laws.
14. **Liability.** Neither the Church, the Mausoleum, the Bishop of the Roman Catholic Diocese of Richmond, Virginia, The Roman Catholic Church, nor the Roman Catholic Diocese of Richmond, Virginia shall be responsible for the interment permit, for establishing the identity of the person sought to be interred, or for any delay in interment where a protest to interment has been made or where the Rules and Regulations have been violated.
15. **Final Authority.** The Mausoleum shall have final authority to interpret the provisions of these Rules and Regulations, as they may be amended from time to time, and to exercise discretion as the Mausoleum deems to be in the best interest of the Mausoleum and those interred therein.