

Rockland Community Church
Funeral/Memorial/Celebration of Life
Service Handbook with Contract



17 S. Mt. Vernon Country Club Road
Golden, CO 80401
303.526.0668
www.Rockland.Church

**“God is our refuge and strength,
a very present help in trouble.
Therefore, we will not fear though the earth gives way,
though the mountains be moved into the heart of the sea,”
(Psalm 46:1-2, ESV)**

Thank you for the honor of celebrating your loved one’s life at Rockland Community Church. Losing a loved one is one of life’s most difficult experiences. Whether you are facing the death of a spouse, parent, child, sibling, relative, or close friend, the weeks and months that follow such a loss can be overwhelming. Memorial services at Rockland are special events and one in which our community holds dear. Our hope is to come alongside your family and help make your loved one’s life celebration a special tribute.

The following information is designed to be a trustworthy companion for your journey through grief and as you seek to plan a funeral/memorial/celebration of life service that honors your beloved one and God. This handbook should answer many of your questions about the planning of the funeral/memorial and what ways we, as the church, hope to serve you in this time.

The Initial Steps in Setting Up the Funeral/Memorial/Celebration of Life Service

1. Call Rockland Church at 303.526.0668 and ask to speak to our Care Pastor about your beloved one who has died.
2. After speaking to the Care Pastor, you will be directed to our Memorial Coordinator to discuss the schedule and additional details you need to know about the funeral/memorial service.
3. Your family or family representative will meet with the Pastor who will preside at the service to solidify final details. The Pastor will meet with you either in your home or at the church- whichever is preferable to you.

Rockland Funeral/Memorial/Celebration of Life Services

To help you understand the differences between a funeral vs. memorial service or a memorial service vs. celebration of life, we’ve developed this guide to help you make informed decisions.

Funeral vs. Memorial Service

In many ways, a memorial service is actually quite similar to a funeral service. A funeral service occurs when the body is actually present and has four main parts: the visitation, funeral, committal, and reception. In contrast, a memorial service contains much of the same structure although the deceased’s body is not present at the service. If a visitation is desired, it can be arranged for the day of the funeral.

In both cases, memorial services and funerals include religious elements, a eulogy, readings, prayers, songs, and reflection. They both also follow a similar order of services although there is no viewing before a memorial service. A viewing is an unstructured gathering of friends and family where visitors can pay their respects to either the deceased after having been prepared by a mortician, or to a cremation urn or series of memorial photos.

Because a memorial service occurs after the remains have been cared for, there is often more room for creativity. This is because your family can take more time to plan a ceremony and decide how you want to pay tribute to your loved one.

Celebration of Life vs. Funeral

It's interesting; funerals and celebrations of life have much in common, yet they often appear quite different in execution. Each is a ceremony; a gathering of people who share a common loss. It's just that one is more rooted in tradition, while the other is the result of recent changes in social values. In either case, both serve to do the same three things.

- 1) Help the bereaved family, and their community, publicly acknowledge the death of one of their own.
- 2) Support the grieving family by surrounding them with caring friends, co-workers, and neighbors.
- 3) Celebrate a life full of memories and achievements.

A celebration of life differs from a funeral in that it's often a more casual and less structured service. Many families consider a celebration of life to be more of a relaxed and party-like atmosphere with guests attending to celebrate a life well lived. A celebration of life may or may not include elements from a traditional funeral service, although the choice is left up to the family.

Policies and Procedures

Presiding Pastor

Rockland can provide Pastors to preside over the celebration of life/funeral/memorial/graveside services if desired. However, if you have another person you would rather have preside, they must be vetted and approved by the Rockland Care Pastor in advance.

Sanctuary Availability and Occupancy Limits:

The Rockland Sanctuary can hold a maximum of **400 people** and is available for services Sunday afternoon through Saturday based on availability.

Alternative Site: Historic Rockland Church & Cemetery

Historic Rockland is a chapel at 24225 Rockland Road (1.8 miles from Rockland Church) that perfectly fits smaller groups (up to 100). It was built in 1879, dedicated on January 10, 1880, and was added to the National Register of Historic Places in 2009. The church has architectural significance as an outstanding, well-preserved example of the type of building that was constructed by early settlers for the purpose of worship. Contact Steve Engle at 303-326-0893 for more information and costs.

Music/Songs/Soloists

Rockland is able to provide live soloists and/or preselected music if desired. Are there specific hymns/songs you would like to have played or sung? Speak to the Memorial Coordinator about this and they will get you in touch with the appropriate people.

Life Streaming/Video Slide Show

Rockland has a sound technician on staff to help with music, video slide show, and live streaming if desired. Speak to the Memorial Coordinator about this.

Family and Friends Speaking at Service

Often what makes a Funeral/Memorial/Celebration of Life Service memorable is having family and friends closest to the deceased share specific thoughts and memories they have about them. We recommend no more than 5 speakers and each should be limited to three minutes.

Flowers/Photographs/Memorabilia

Flowers and photographs and other memorabilia can be displayed on tables at the service. Talk to the Memorial Coordinator for location for the display, tables, etc.

No balloons, confetti, etc.

Balloons, streamers, birdseed, glitter, party poppers, pets, doves, or anything that can float toward the ceiling or requires cleaning up is prohibited. If clean-up is required, you could forfeit the CDS deposit.

Flowers Sent

If family & friends wish to send flowers and delivered the day of the service, the Memorial Coordinator can provide details for this.

Gift Designations/Memorials

If the family has a specific person and/or non-profit organization that they would like to have gifts designated to, please speak to the Memorial Coordinator about this. Rockland Church also accepts Memorial Gifts that can be used in honor of your loved one for planting a memorial tree or establishing a memorial chair or bench or garden. For more information, please talk with the Memorial Coordinator.

Memorial or Commemorative Plaques

Memorial plaques are a long-lasting way to commemorate a person after they pass away. **At Rockland Community Church**, we use a plate of metal that attaches to a wooden fixture on a wall in the back of the sanctuary to honor the life of someone who has passed. This metal plaque has the inscription of the name of your loved one put on it. The window in the back of the sanctuary was specifically created to honor those who have passed away. It represents the theme of the Resurrection which is meant to give solace and joy to the view, reminding us that our lives do not end in death, but that in Christ we live forever in the glory of God. It has evergreens to represent everlasting life, aspens to represent the care God gives us, the seasonal changes which represent the cycle of life, the circles which represent the endless all-encompassing love of God. If you are interested in having a plaque made in honor of your loved one, simply fill out the form at the back of this packet entitled "Rockland Church Memorial Window." The cost for this memorial plaque is \$50. **Old Rockland Church** also provides a location for plaques to be placed. For more information, please talk with the Memorial Coordinator.

Mortuary for Casket or Urn

Contact a mortuary to help with urn and casket decisions and programs. Deciding to have a casket or urn is a very important decision, and we have services where both are on display for family members. The casket can be or may not be present at the service. The casket may be open and viewed within the sanctuary but are usually closed at the graveside service. In the case of cremation, the urn containing the ashes may be present at the service. Most mortuaries supply programs as well as services.

At Rockland, we can accommodate any of the service details mentioned above. Our hope is to help families navigate during their difficult time. We are happy to help serve by answering any questions you might encounter.

Fees and Honorariums

What Constitutes Getting the Member Fee?

In order to get the benefit of the Member Fee, the person or family member must have filled out and been accepted as a member of Rockland Community Church.

Member Fees

All Fees shall be paid **prior to the service** by check made payable to Rockland Community Church unless otherwise specified. The use of Rockland Community Church for Funerals and Memorials is available for \$900. This fee includes the use of the sanctuary, service coordination, sound technician, and Pastor’s honorarium. The items listed below are also available to you as additional options that can be added on as needed.

- Photo Slideshow (Optional)- \$100
- Organist (Optional)- \$200
- Soloist (Optional)- \$175
- Use of Fellowship Hall for Reception (Optional)- \$100
- Light Food Package for 100 people (Optional)- \$175 (includes Lemonade/Coffee, Condiments- Cream & Sugar, and Cookie & Brownie Trays)
- Light Food Package for 200+ people (Optional)- \$250 (includes Lemonade/Coffee, Condiments- Cream & Sugar, and Cookie & Brownie Trays)
- A heavy catered menu is the family’s responsibility (see below for further explanation)

Total Amount= _____

Non-Member Fees

All Fees shall be paid **prior to the service** by check made payable to Rockland Community Church unless otherwise specified. The use of Rockland Community Church for Funerals and Memorials is available for \$1,000. This fee includes the use of the sanctuary, service coordination, sound technician, and Pastor’s honorarium. The items listed below are also available to you as additional options that can be added on as needed.

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- A heavy catered menu is the family’s responsibility (see below for further explanation)

Total Amount= _____

Receptions

We believe that a time to gather with family and friends for comfort and support is important. Our facilities can be used and set up with the aid of our Staff and Volunteer Serving Groups. Small light receptions can be provided by Rockland however if families desire a more extensive reception with a heavier menu, you will need to provide your own caterer to **deliver, serve, and clean up**, or you can find an alternate resource for the reception. A list of reception venues are available from the Memorial Coordinator.

Reception Space:

Occupancy Limits - Fellowship Hall - **250 people maximum**

Basic Reception Services

For both light and heavy menu options, Rockland will provide set up and tear down of tables, tablecloths , center pieces, and chairs. You will be responsible for any other table decorations.

Reception Menu

Light Menu

If desired, Rockland is able to order and provide a light reception menu that includes a dessert tray (cookies/brownies) and refreshments (lemonade/coffee). If you would desire this, please speak to the Memorial Coordinator. No alcohol is permitted on Rockland Church property and smoking is prohibited within 50 feet of any building.

Heavy Menu

If you desire to have a more extensive menu, you will be **required** and **responsible** to:

- **Hire and pay** for your own catering service – Potlucks are not considered catered.
- **Choose your menu** from the catering service
- Provide **delivery** of your choice of menu
- Provide **servers** to serve your choice of menu
- Provide people to **clean up** after the reception (**A \$150 fee will be assessed and taken out of CDS deposit if clean-up is not followed through with.**)
- The catering service must stay to assist in serving and cleaning up after the reception.

Pictures & Video Presentations

While such things are not necessary elements of a celebration of life/funeral/memorial service or reception, many people find them helpful in remembering those who have died. The Rockland Tech team can help you in arranging pictures and should you choose to compile a video or PowerPoint presentation, we have the technology to facilitate its projection.

Reception Open Microphone

Though not necessary for receptions, we are able to set up a microphone for you in Fellowship Hall. A word of caution: Not everyone is as articulate or cordial as they imagine. To avoid embarrassment or offense sometimes the best option is not to have open microphone time.

Rockland Memorial Floral Recommendations

To minister efficiently to our Rockland families and surrounding community, we recommend the following floral providers in the Evergreen/Genesee area to accommodate your event. All of these vendors deliver to Rockland Community Church

1. Missy's Floral in Genesee (303) 526-0478
2. The Holly Berry in Evergreen (303) 674-4821, <https://www.thehollyberry.com>
3. Clear Creek Floral Company in Golden (303) 279-7671, <https://www.clearcreekflowercompany.com>
4. Stems in Evergreen (303) 674-4995, <https://stemsflowershop.com>
5. Nellybelle General Store in Evergreen (303) 200-0504, <https://www.nellybelle.com>

Rockland Memorial Reception Recommendations

As part of your memorial, we recommend the following reception locations in the Evergreen/Genesee area to accommodate your event. Please reach out as soon as your Memorial time is booked at Rockland Community Church.

1. Mount Vernon Country Club in Genesee- (303) 526-3104, <https://www.mountvernoncc.com>
2. The Pines in Genesee- (303) 526-7939, <http://thepinesatgenesee.com>
3. The Crystal Rose in Golden- (303) 526-7530, <http://www.crystal-rose.com>
4. Evergreen Lake House in Evergreen- (720) 880-1310, <https://evergreenrecreation.com/228/Lake-HouseRental>
5. The Barn at Evergreen Memorial Park in Evergreen- (303) 674-0556, <https://www.thebarnatemp.com>
6. Christies of Genessee- (303)526-5567, <https://www.christiesofgenesee.com>
7. Baldoria on the Water- (303)507-3554, <https://www.baldoriaevents.com>

Other Helpful Information

Checklist: What to Do When a Death Occurs

The death of a loved one and planning a funeral or memorial can be emotionally and physically exhausting. It's also something most of us only experience a few times in our lives. Therefore, many aren't aware of the steps that need to be taken after a death. The checklist below takes you, step-by-step, through the process. Use it to help ensure you are taking care of all the necessary details so you can concentrate on providing a beautiful life tribute for your loved one.

At Time of Death

1. Contact the appropriate party:

- If the death occurred at a hospital or while on hospice, speak with the staff regarding when the funeral director should be contacted and who is responsible to do so (family or staff).
- If the death was unanticipated and did not occur at a hospital, call 911 to go through the appropriate emergency procedures.

2. Connect with the funeral home (if not already done); they may have some basic questions that will better prepare them to receive and transport the deceased. They will also want to schedule a time to make funeral arrangements.

3. Locate address book and notify friends and family (by phone or email).

4. Make arrangements for any dependents or pets and/or tend to the person's home, if applicable (collect mail, water plants, clean out refrigerator, etc.).

5. Notify Rockland Community Church to make arrangements with the Care Pastor and Memorial Coordinator, if using Rockland's services (this can also be done once arrangements with the funeral home have been made).

6. If not already discussed, begin to talk with close family and friends about the type of service or memorial that would best honor your loved one's life. Discuss how youth and children in the family might be able to play a role in honoring their loved one at the service. This is also a good time to write down any questions or concerns you might have for the funeral director and/or Rockland's Memorial Coordinator. Taking notes throughout the process can provide some peace of mind that items have been addressed and taken care of based on the family's wishes.

At the Arrangement

1. Locate any important paperwork related to the deceased's funeral plans, insurance policies, bank accounts, will, military discharge papers, etc.
2. Select a photo that might be used in the obituary or to help the funeral home prepare your loved one for viewing.
3. Gather any clothing or jewelry you would like your loved one to be wearing for the service (or visitation/burial), if applicable.
4. Gather necessary biographical information (social security number, date and place of birth, parents' full names, including maiden names, etc.).
5. Gather any other information or photos that might be used for an obituary or memorial video.
6. When you meet with your funeral home director, he or she may ask you to bring some required documentation to the meeting. You'll discuss all the details of the service (as applicable), including the date, time, venue, type of service, officiants, music and reception plans. You'll also discuss burial and cremation options and make casket or urn selections. Your funeral director will help coordinate all funeral plans, handle securing the death certificate, write and submit death notices and obituaries as needed and help with any other concerns that pertain to services for your loved one. Other steps they can guide you through include:
 - Make sure the person's organ donation wishes are followed.
 - Write obituary for funeral home and/or newspapers.
 - Contacting the individual's employer, if applicable (even if individual was retired), to discuss life insurance benefits, compensation, pension and other benefits.
 - Contacting life insurance companies to discuss benefits and request claim forms. Update your own life insurance beneficiaries if necessary.
 - Contacting service clubs, alumni associations, veterans' and other membership associations to notify them of the death.
 - Setting up any memorial funds.
 - Work with Rockland's Memorial Coordinator

Days Before Service

1. Gather photos and mementos to display at the service. If you are unsure of what is appropriate, your funeral director may be able to provide guidance.
2. Ensure loved ones who were close to the deceased have been notified of the death.

Day of the Service

Your funeral director and Rockland Memorial Coordinator will take care of all arrangements on the day of the service, including arranging displays of photos and/or mementos, putting out service programs, greeting guests, managing the order of service, etc.

Within Ten Days of Death

1. If not done already, receive death certificates from the funeral home. Many of the following actions will require a death certificate.
2. Take the will to the appropriate county or city office to have it accepted for probate.
3. If necessary, the estate's executor should open a bank account for the deceased's estate.
4. Contact the following **as applicable**:
 - A trust and estates attorney if you need to transfer assets and to assist with any probate issues.
 - The bank, to manage or close accounts and safe deposit box.
 - Mortgage company, if applicable. Any property deeds held by a bank must be transferred to the name of the inheritor.
 - If the deceased's house is vacant, call the local police department and ask them to periodically check on the home.
 - Accountant or tax preparer, to find out whether an estate-tax return or final income-tax return should be filed.
 - The person's investment adviser, for information on how to handle any holdings of the deceased.
 - Life insurance agent, to verify insurance policies and request claim forms.
 - Medical insurance company.
 - Social Security (800-772-1213; socialsecurity.gov) and other agencies from which the deceased received benefits.
 - Veterans Affairs (800-827-1000; va.gov), to stop payments and ask about applicable survivor benefits.
 - Pension services agency, to stop monthly payments and request claim forms.
 - Utility companies, including electricity, internet service, cable TV, phone service, etc. to change or stop service
 - Credit card companies to cancel individually held accounts or change jointly held accounts. Also contact all three credit reporting agencies and instruct them to list all accounts as "Closed. Account holder is deceased." as applicable. You may also request a credit report to obtain a list of all creditors and to view recent activities.
 - Experian, 888-397-3742, experian.com
 - Equifax, 888-567-8688, equifax.com/home/
 - Transunion, 800-680-7289, transunion.com
 - Department of Motor Vehicles to cancel driver's license. Title and registration for any automobiles must be changed to the name of the person who inherited the automobile. Similar arrangements should be made for boats, RVs, motorcycles, etc.
 - Post office to stop or forward mail.
 - Doctors, dentist, and other medical professionals to cancel appointments.

As Time Permits Following the Service

- 1. Send thank-you notes to individuals who attended the service, participated in the service, contributed funds in memory of the loved one, sent flowers, etc.
- 2. Continue to gather with family and friends to reflect on your loved one.
- 3. Contact the Direct Marketing Association to add the decedent's name to the Deceased Do Not Call List. All members of the DMA will delete the decedent's name from their mailing lists for a fee of \$1. Visit. ims-dm.com/cgi.ddnc to learn more.

Throughout the Process and Beyond

As hard as it may be to remember, self-care is critical. Make sure you and those close to you take time for yourselves. Take breaks while taking care of the things above and as needed. Reflect on the life of your loved one, but also do things that will help you relax, whether you take a walk, go for a swim, or enjoy a meal with friends. Remember that grief knows no timeline. It takes time to adjust and heal. If you find yourself struggling, it is OK to ask for help. Your funeral director can be a great source of information and support them into a meaningful tribute.

**ROCKLAND COMMUNITY CHURCH
PLANNING INFORMATION**

(To be filled out with help of Rockland Memorial Coordinator)

Funeral for (Full Name):
Contact for Memorial Details/Phone/Email/Address:

FUNERAL PLANNING

Desired Date and time of Service:	<input type="checkbox"/> Confirmed by Office
Estimate number of attendees:	
Preferred Pastor:	
Do you want an organist?	
Do you have a preferred singer/s:	
Do you have a preferred Instrumentalist/s:	
Do you want the service to be streamed on a private link?	
Do you want a photo slideshow?	
Will there be items for the memorial table?	
Will you be needing Fellowship Hall for reception?	
If using Fellowship Hall, do you prefer a light menu or heavy menu?	

SANCTUARY, FELLOWSHIP HALL SERVICE AND RECEPTION SET-UP DETAILS

SANCTUARY:

Will there be a casket or an urn?
Number of rows in sanctuary needed to reserve for family:

ENTRYWAY:

Number of easels:
Number of Sign-in tables:
Number of Memoir tables:

FELLOWSHIP HALL:

Number of round tables:
Number of tablecloths:
Number of centerpieces:

LIGHT MENU FOOD PACKAGE SELECTION:

For light menu's only, we use King Sooper's Evergreen (Bergen Park): 303-674-8249 to place an order. The Memorial Coordinator will contact the General Manager to notify him/her of need for delivery if need be.

Expected Attendees

0-100 _____
100-199 _____
200+ _____

Food Needed:

of Cans of Lemonade
of Cups of Coffee: _____ Regular _____ Decaf
Dessert Trays to be ordered: _____
Other Instructions:

FLORAL PROVIDER RESOURCES: Missy 303-526-0478

ADDITIONAL REQUESTS FROM FAMILY:

INFORMATION FOR PRESIDING PASTOR

(To be filled out with help of Presiding Pastor)

Name and contact of Mortuary/Funeral Home/Location:
Cemetery Name & Location:
Casket or Urn:
Date of Birth:
Place of Birth:
Date of Death:
Place of Death:
Type of Service (funeral, memorial, celebration, military, private or public):
Person(s) giving eulogy:
Full Name of Father:
Full Name of Mother:
Siblings and their current location:
If Married, Spouses Maiden Name:
Date they were Married:
Child #1 Name & Spouse:
Child #2 Name & Spouse:
Child #3 Name & Spouse:
Child #4 Name & Spouse:
Child #5 Name & Spouse:
Pall Bearer's Names & Contact Info:

Is there a Designated Memorial?
Special Songs Requested?
Special Scriptures?
Special Poems or Stories?
Should gospel be shared?
Will deceased be buried or cremated?
Viewing choice ___ Public viewing; ___ Private family viewing; ___ No viewing; Date/Time:_____
Work History-Title/Years:
Grade School/Middle School/Cities:
High School/City/Year Graduated:
College/Universities/Years/Cities/Degrees/Majors:
Places Lived In/Years:
Military from _____ to _____ in the (branch):
Rank/Discharge Date:
Places Served in Military:
Churches Attended/Cities/Years:
Community Involvements, Prof. Groups, Civic, Clubs, Lodges, Assoc.:
Honors/Achievements/ Accomplishments:
Hobbies/Passion:
Other Helpful Information:

Rockland Community Church Memorial Service Contract

17 S. Mt Vernon Country Club Rd., Golden, CO 80439
303-526-0668

Funeral for (Full Name):		
Name of Contact for Memorial Service Details:		
Address of Contact:		
Phone/Email:		
Date of Memorial:	Day of Memorial:	Est. # of Guests:
Viewing Date and Time:		
CDS (Compliance/Damage/Security) Deposit: Member=\$500 Non-Member=\$600		
Terms of Membership: A member is one who has completed the Rockland Membership Class. Everyone else would be considered a non-member.		

Member Fees

CDS Deposit \$500 (refundable)*

All Fees shall be paid prior to the service by check made payable to Rockland Community Church unless otherwise specified. **The use of Rockland Community Church for Funerals and Memorials is available for \$900.** This fee includes the use of the sanctuary, service coordination, sound technician, and Pastor’s honorarium. The items listed below are available as additional options that can be added on as needed.

Photo Slideshow (**Optional**)- \$100

Organist (**Optional**)- \$200

Soloist (**Optional**)- \$175

Use of Fellowship Hall for Reception (**Optional**)-\$100

Light Food Package for 100 people (**Optional**)-\$175 (includes Lemonade/Coffee, Condiments- Cream & Sugar, and Cookie & Brownie Trays)

Light Food Package for 200+ people (**Optional**)- \$250 (includes Lemonade/Coffee, Condiments- Cream & Sugar, and Cookie & Brownie Trays)

A heavy catered menu is the family’s responsibility

Total Amount= _____

Non-Member Fees

CDS Deposit \$600 (refundable)*

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Total Amount= _____

Contract Details

I/We agree to pay a **total amount** of \$ _____ for the reservation and use of the Sanctuary and Family Room at Rockland Community Church for the following time and date _____ (month/date/year) at _____ am/pm.

1. I/We fully understand that the reservation and use of the Sanctuary and Family Room at Rockland Community Church for a service allows three (3) hours for arrival, set-up, ceremony time, and clean-up. I/We fully understand that I/We may arrive no more than one (1) hour before the start of the ceremony. **If applicable, an additional hour and a half (1.5) is allocated for a reception and includes clean-up of any remaining food, beverages- any food that is not taken will be tossed as no food can be left over or donated to the church- and trash in Fellowship Hall.** I/We understand that if the scheduled time is not adhered to, I/We may risk forfeiting the CDS deposit _____ (Initial(s))
2. The amount of \$ _____ (CDS Deposit Amount) is submitted with this contract upon meeting with the Rockland Memorial Coordinator(s). I/We understand that * if no damage has occurred and all of our policies and scheduled time has been adhered to, the CDS deposit will be refunded to the responsible party within four (4) weeks after the memorial date _____ (Initial(s))
3. **I/We understand that the remaining Memorial Service balance of \$ _____ is due and payable prior to the Memorial service date of _____ (month/date/year) at _____ am/pm _____ (Initial(s))**
4. I/We fully understand that there may be events preceding and following our scheduled time and I/we therefore agree to be punctual and considerate of others, leaving the family room, sanctuary and grounds clean. I/We fully understand that **violating policies and procedures, changing or cancelling the Memorial Service date the week of the scheduled event will assess a \$250 non-refundable fee, as well as be subjected to any price increases and signing of a new contract _____ (Initial(s))**
5. I/We understand that Rockland Community Church must be notified in writing about any changes made to this Memorial Service and Rockland must approve these changes (i.e. Memorial Service time, Pastor change, video, music etc.). These changes may require additional time and thus need to be addressed promptly. Rockland must be notified of any change in your address or phone number _____ (Initial(s))
6. I/We understand that Rockland Community Church reserves the right to cancel and terminate this contract at any time, without notice, prior to or during any event if the use of the facility and/or my/our conduct or conduct of guests or outside vendors/suppliers is considered in the sole and absolute discretion of Rockland Community Church to be in violation of our policies and procedures. I/we understand that if the contract is terminated pursuant to this paragraph, all fees paid will be forfeited, and I/we agree to pay upon demand all fees, costs and expenses incurred as a result of nonpayment, including costs of collection, including but not limited to reasonable attorneys' fees and court costs, whether or not suit is brought thereon. Rockland Community Church is not responsible for lost, stolen, or damaged items _____ (Initial(s))

I/We certify that I/We have read, understand, and agree to abide by the terms and provisions of this contract and that policies and procedures of Rockland Community Church. I/We also certify that I/We have read, understand, and agree to abide by the contents of the Funeral/Memorial/Celebration of Life Handbook that has been provided to me/us at the time of the execution of this contract _____(Initial(s))

Memorial Contact Signature(s): _____ Date: _____

Office Use Only:

(The following will be completed once payment and contract are received.)

Receipt of \$ _____ CDS deposit is hereby acknowledged on (date): _____ and total payment \$ _____ on (date): _____
Memorial Coordinator or Agent Signature: _____ (date): _____