

Instructions for Completing the Lot Reservation Agreement

PLEASE PRINT THESE INSTRUCTIONS AND THE TWO-PAGE AGREEMENT WHICH FOLLOWS IT. THEN, USE THE INSTRUCTIONS BELOW TO COMPLETE THE FORM.

FIRST PAGE:

1. Leave the Agreement Number at the top of the form blank. This will be recorded by the Association on the form and in the Association database.
2. Enter the Date as mm/dd/yy.
3. Enter the name of the Purchaser, normally the name on the check used for payment.
4. Specify which Row and Lot you wish to reserve. See the Cemetery Map on the web site if you are in doubt.
5. Identify the "Interree". This is the person who is to be buried in the lot.
6. The letters A through G represent the various ways the Interree may be considered a member of St. Paul's Cemetery Association (which is a private organization, not a public one). Although any one condition is adequate for membership, we ask that you complete all that apply so that verification is possible in more than one way and therefore easier.

SECOND PAGE:

1. There are three places for you to enter contact information for people who may make decisions regarding the lot being reserved. These could be yourself as the Purchaser, your spouse, a parent, a sibling, etc.. The Association requires that you provide at least one contact and requests that you provide three. There are multiple reasons why we request the second and third contact. Obviously, the death or incapacitation of the principal person would be one reason. The difficulty of contacting busy people on short notice is another reason. For all contacts you provide, please provide as much information as you can: mailing address, phone numbers, and email address if available.
2. Read the section "Terms of this Agreement". These are a summary of conditions in the bylaws of the Association.
3. Sign your name as the Purchaser.
4. Print your name as the Purchaser.
5. Provide your phone number. (It is possible that the Purchaser may not wish to be considered a future contact for the lot and does not provide contact information in the sections provided for that purpose. This phone number would be used to contact the Purchaser in the event that the Association has a question about the information provided on the form.)

COPY THE COMPLETED FORM (OR PRINT A SECOND FORM AND COMPLETE IT AS WELL).

MAIL BOTH COPIES WITH A CHECK FOR \$100 TO THE ASSOCIATION SECRETARY:

**BILL GUELKER
19755 COVENTRY CIRCLE
MARTHASVILLE, MO 63357**

THE ASSOCIATION WILL RETURN A SIGNED COPY OF THE AGREEMENT TO THE PURCHASER AT THE RETURN ADDRESS INDICATED ON THE ENVELOPE. THANK YOU FOR CHOSING ST. PAUL'S CEMETERY.

St. Paul's Cemetery Association of Bay, Gasconade County, Missouri
Cemetery Lot Reservation Agreement

Number _____

*Two copies of this document must be signed by both parties
(by a Board member or the Sexton of the Cemetery Association and the Purchaser of the reservation).
A separate Cemetery Lot Reservation Agreement is required for each lot reserved.*

Date: _____

This document represents an agreement between St. Paul's Cemetery Association of Bay, Gasconade County, Missouri, and

_____ for the sum of \$100.00
(Printed name of the Purchaser of the reservation)

for which the Purchaser has reserved the following lot in the St. Paul's Cemetery: Row _____, Lot _____

The Purchaser designates that the person (hereafter, the "Interree") to be buried on this lot is:

The Purchaser certifies that the Interree for this lot is (or was) a member of the St. Paul's Cemetery Association because the Interree satisfies one or more of the following conditions for membership:
(Please complete all conditions that apply to the Interree)

- A. The Interree has a relative (by blood, marriage, or adoption) interred at St. Paul's Cemetery.
If so, please specify the relative's full name _____
and indicate the Interree's relationship _____
- B. The Interree is or has been a member of St. Paul Church, Zion Church, or, Zion-St. Paul Church.
If so, please specify the church affiliation _____
and the period of membership _____
- C. The Interree has an ancestor who has been a member of any of the above-named churches.
If so, please specify the ancestor's full name _____
the church affiliation _____
and the approximate period of membership _____
- D. The Interree has regularly participated in cemetery work days and the Annual Memorial Service.
(Please check this box if condition D applies to the Interree) Yes
- E. The Interree has regularly supported the Association with contributions of money, labor, or materials.
(Please check this box if condition E applies to the Interree) Yes
- F. The Interree has made a significant (as determined by the Board of Directors) single contribution of money, labor, or materials to the Cemetery Association in calendar year _____
- G. The Interree has been nominated by Cemetery Association member _____
and that nomination has been approved by a majority vote of the Board of Directors.

Persons Authorized to Make Decisions Affecting this Lot Reservation:

The Purchaser of the reservation referenced in this agreement designates the following persons to be authorized to make decisions regarding this reservation. These decisions include, but are not limited to, placement of a stone marker, responding to Association requests for information, and return of the reservation to the Cemetery Association.

(Please indicate full names and addresses and phone numbers)

The principal person is:

In the event that the principal person is incapacitated or deceased, the secondary person is:

In the event that both the principal and secondary people are incapacitated or deceased, the tertiary person is:

Terms of this Agreement:

Only the person designated as the Interree may be buried in this lot. This reservation may not be transferred to any other person or entity. It may only be returned to the Cemetery Association, either for a refund or for reassignment of the Interree. If it is returned for a refund, a refund of the purchase price will be made at that time. If it is returned for reassignment of the Interree, the Cemetery Association will endeavor to verify membership of the new Interree and the authority of the person seeking the reassignment. In any case, any right of burial in this lot and any right to a refund will lapse forever if the reservation is not used within 100 years of the date of purchase.

There shall be no copings erected on or about a cemetery lot. Foot stone markers shall not be erected without the approval and consent of the Board of Directors. Headstones are to be set on compressed concrete bases (as furnished by the monument companies) that extend a minimum of 4 inches in each direction beyond the stone. It is strongly suggested that a vault be purchased to reduce or eliminate the sinking of the grave due to casket deterioration.

No grave marker may contain vulgar or obscene language or depictions (as determined by the Board of Directors of the St. Paul's Cemetery Association). Prior to setting the base and headstone, the chosen monument company must contact the Sexton of St. Paul's Cemetery Association. With the exception of initially setting the base and headstone, all other work on this lot (including but not limited to leveling, filling, seeding, and mowing) must be with the approval of the Board of Directors of the St. Paul's Cemetery Association.

I agree to the terms of this Cemetery Lot Reservation Agreement:

Signature of Purchaser: _____

Print name of Purchaser: _____

Phone: _____

Signature for St. Paul's Cemetery Association: _____

Phone: _____