

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 4-005

20 June 2018

**INURNMENT OF HUMAN CREMAINS AT  
THE MEMORIAL BELL TOWER COLUMBARIUM POLICY**

**1. PURPOSE**

This Memorandum establishes the criteria by which individuals will be eligible to be interred in The Citadel's Memorial Bell Tower Columbarium.

**2. REFERENCE**

S.C. Code Ann. § 32-8-300, *et. seq.*, and 40-8-200 (Law Co-op, 1976)

**3. DEFINITIONS**

- A. Columbarium: a vault with niches for funeral urns.
- B. Niche: an above ground burial space, where a decedent's urn, containing their cremated remains, is placed inside and sealed.

**4. POLICY**

A. Background.

- 1. In November 2007, The Citadel dedicated the Memorial Bell Tower Columbarium in the Thomas Dry Howie Carillon. The columbarium consists of four hundred and three (403) niches to be used for storing and perpetual care of human cremains. Each niche accommodates a total of two (2) urns of human cremains.
- 2. On 1 April 2017, The Citadel Alumni Association transferred responsibility for the Memorial Bell Tower Columbarium to the Chaplain to Corps of Cadets and Director of Religious Activities.

B. Only the following will be eligible for inurnment in the columbarium:

- 1. Those individuals who have graduated from The Citadel, and their designated family members.
- 2. Enrolled students at The Citadel who die before graduation.

3. Former students of The Citadel who did not graduate, but who were called to active duty and died while on active duty.
  4. Faculty or staff members with twenty-eight (28) years of service to The Citadel.
- C. The Chaplain to Corps of Cadets and Director of Religious Activities is responsible for contracting with individuals who desire to be inurned in the Memorial Bell Tower Columbarium or the representative of individuals eligible for inurnment in the Memorial Bell Tower Columbarium. Contracting for a burial niche does not automatically secure the use of the Summerall Chapel or the services of the Chaplain. Licensee or decedent's agent, as appropriate, must contract for such services separately
- D. Eligible individuals or their families reserve a niche by payment of the designated fees and the execution of required documents at the time of purchase. See Annex A. The honoree or the family of the honoree can stipulate the use of the second space in the niche at the time of purchase. The right to use the niches may not be sold, assigned or transferred in any way. Honorees or their families may select a niche at the time of purchase. Otherwise, niches will be assigned by the college.
- E. Cremains must be inurned in a non-biodegradable urn. No more than two urns may be inurned in each niche. Urns must fit within an 8" (W) x 8" (H) x 12" (L) space. Licensee may purchase an urn or urns from any vendor Each niche will be covered with a suitable plate, uniform in size, which shall be engraved with the name, dates of birth and death.
- F. Urns containing a decedent's cremains may be placed in the Columbarium by a licensed funeral home director, the decedent's agent, or any other person duly designated by the licensee or the decedent's agent, as appropriate. However, The Citadel will not receive or store cremains prior to inurnment in the Columbarium.
- G. For additional information regarding the Office of Chaplaincy and the Columbarium go to: <http://www.citadel.edu/root/chapel-history>.

## **5. COMPLIANCE**

Failure to follow this policy may preclude eligible individuals from being interred in the columbarium.

## **6. NOTES**

### **A. Dates of Official Enactment and Amendments**

Approved by Commandant of Cadets on 20 June 2018.

Non-substantive change to paragraph 4E, page 2 niche dimensions.

**B. Responsible Department:**

Office of The Commandant, Chaplain's Department

**C. Responsible Official:**

Chaplain to Corps of Cadets and Director of Religious Activities

**D. Cross References**

None

**7. RESCISSION**

Memorandum Number 4-005, dated 23 May 2018 and previous versions are rescinded.

**8. REVIEW**

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, EFP, 20 June 2018//  
EUGENE F. PALUSO  
Captain, U.S. Navy, Retired  
Commandant

Attachment

[Annex A](#), Memorial Bell Tower Columbarium Niche Agreement and Engraving Application

**ANNEX A**  
**THE CITADEL, THE MILITARY COLLEGE OF SOUTH CAROLINA**  
**Memorial Bell Tower Columbarium – Niche Agreement**

This agreement is made by the undersigned Licensee and *The Citadel, The Military College of South Carolina*, ("College"), an educational institution and an agency of the *State of South Carolina*.

Purchaser Name: \_\_\_\_\_ Grad Class \_\_\_\_ Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**WITNESSETH:**

**WHEREAS**, the Licensee desires to reserve a niche for the perpetual care and storage of human cremains; and **WHEREAS**, the College intends to or has developed on its campus the Memorial Bell Tower Columbarium, ("the Columbarium") for the storage and perpetual care of human cremains; **NOW, THEREFORE**, in consideration of the Licensee's contributions, hereafter described, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Niche:** The Citadel hereby grants to Licensee a license coupled with an interest for the use of Niche No. \_\_\_\_\_, in the Memorial Bell Tower Columbarium at The Citadel, for the inurnment of (select one) (1) his/her own cremains, or (2) the cremains of \_\_\_\_\_, who died while a student at The Citadel. Subject to the Citadel's Columbarium policies, attached hereto, Licensee hereby designates that the individual identified below also be inurned in the remaining space in this Niche.
2. **Consideration:** In consideration of the use of the above described niche, the Licensee pays herewith to The Citadel the sum of \_\_\_\_\_ dollars and such other consideration as the parties may agree.
3. **Terms:** The right to use said Niche is pursuant to the Policy and Conditions adopted by The Citadel, attached hereto, as well as such other rules and regulations as may be adopted respecting the Columbarium. The Citadel hereby agrees to maintain the Columbarium and the Thomas Dry Howie Carillion in perpetuity.

**Designation of additional person whose remains are to be inurned.**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

**Licensee (signature):**

\_\_\_\_\_

**College Representative:**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

**\*Please complete information below (if applicable)**

**Record of Inurnment**

Name: \_\_\_\_\_ Last Residence: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_ Date of Inurnment: \_\_\_\_\_

Name: \_\_\_\_\_ Last Residence: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_ Date of Inurnment: \_\_\_\_\_

**THE CITADEL, THE MILITARY COLLEGE OF SOUTH CAROLINA**  
**Memorial Bell Tower Columbarium – Niche Plate Engraving Application**



**CIRCLE ONE, INDICATE NO SYMBOL, OR INQUIRE ABOUT ADDITIONAL SYMBOL OPTIONS**

<hr/> <p style="text-align: center;"><b>Family Name</b></p> <hr/> <p style="text-align: center;"><b>First &amp; Middle/Maiden Name*</b></p> <hr/> <p style="text-align: center;"><b>Year of Birth &amp; Year of Death (if deceased)</b></p> <hr/> <p style="text-align: center;"><b>First &amp; Middle/Maiden Name*</b></p> <hr/> <p style="text-align: center;"><b>Year of Birth &amp; Year of Death (if deceased)</b></p>
---

If the Name will not fit on one line, the Middle or Maiden Name will be placed as an initial.

**Licensee (signature):** \_\_\_\_\_

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