

PAHRUMP VETERANS MEMORIAL OPERATING POLICY AND PROCEDURES

The mission is to preserve the Pahrump Veterans Memorial as a monument dedicated to the memory of those men and women who served our country. The Pahrump Veterans Memorial is a community asset that provides a facility for military Veterans organizations and services for our deceased Veterans. The Pahrump Veterans Memorial also provides space for the educational, cultural needs of the community at large.

The Town of Pahrump has adopted the following regulations governing the use of the Pahrump Veterans Memorial.

These regulations are not designed to discourage the use of the Pahrump Veterans Memorial or to lessen the pleasure of those using it, but rather to insure that all users will find it a pleasant Memorial to hold Veterans services or as an educational Memorial. To insure that all users will not be denied full enjoyment because of a few careless and thoughtless individuals.

REGULATIONS FOR THE PAHRUMP VETERANS MEMORIAL EFFECTIVE: (DATE)

I- RESERVATIONS FOR SERVICES, BUILDING AND FLAG POLE AREA:

- a. Reservations for services for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, are to be made through the Town of Pahrump Office.
- b. Reservations are to be made at the Pahrump Town Office, Monday-Friday between the hours of 8:00 AM till noon or 1:00: PM to 4:00 pm.
- c. The application forms are provided for making reservations by the Town of Pahrump and must be completed and signed by the person filling out the application and approved by the Town Manager. A cleaning fully refundable of \$ 100.00 dollars deposit will be requested at the time of the request being turned in.

II- HOUR OF OPERATION:

The Pahrump Veterans Memorial will be available daily between dawn and dusk.

IV- CLEAN- UP:

Each group or persons using the Pahrump Veterans Memorial is expected to be clean before leaving. Minimum clean-up shall consist of:

- a. Removal of all food and beverages from the premises.
- b. Picking up and placing of all trash and debris in outside containers provided for this purpose.
- c. Cleaning up of any liquids or foods which may have been spilled on floors, tables, etc.

V- FOOD AND BEVERAGES:

Food and non-alcoholic beverages may be served in the multi-purpose building after the services of the deceased Veteran. Users of the Pahrump Veterans Memorial are asked to leave the building cleaned of all food and beverages.

VI- BUILDING INSPECTION:

The Pahrump Veterans Memorial will be inspected by the Town of Pahrump and a written report made of its condition. Please note the condition of the multi-purpose building when you enter, and if unusual condition is evident, please contact the Town office immediately otherwise, you will be held responsible.

VII-CONDUCT:

Any conduct which infringes upon the rights of others, is potentially harmful to the people using the Pahrump Veterans Memorial or the multi-purpose building is, illegal, or is not in good taste, will not be tolerated. Failure to abide by these rules of conduct will be grounds for causing the Pahrump Veterans Memorial to be vacated.

VIII- PARKING:

Parking is permitted in any area provided for this purpose except the front of the library. The Southside of the library parking lot and along East St. will be an approved parking area. Inside the Pahrump Veterans Memorial and front of the multi-purpose building will be parking for immediate family of the deceased Veteran, and funeral home vehicles.

IX- TABLES AND CHAIRS:

Veterans and families using the Pahrump Veterans Memorial may request chairs and tables if needed for inside of the multi-purpose building or chairs for services at the flag pole area when submitting there application.

FUNERAL/BURIAL SERVICES POLICIES AND PROCEDURES

I- SERVICES FOR DECEASED VETERAN OR THERE ELIGIBLE DEPENDENTS:

- a. The outside of the PAHRUMP VETERANS MEMORIAL where the replica of the B-2 Bomber and the wall with the military seals can be used for the Veterans and eligible dependents services; chairs will be place by the Town of Pahrump if requested. The multi-purpose building can be used by the Veterans family as they see fit.
- b. Special requests should be discussed with the funeral home director.
- c. Burial and services arrangement will be coordinated by the funeral director and the immediate family.
- d. The Town of Pahrump will only open and close the burial plot only.
- e. The funeral director or immediate family will contact the Veterans of Foreign (VFW) for assistance for a military burial.
- f. The family/representative should advise the Town of Pahrump as to there wish for the disposition of the flowers present at the service.

II- CREMATION BURIAL/SERVICES:

- a. The funeral director or the family may bring and all paper work required to the Town of Pahrump office.
- b. The minimum receptacle accepted for a cremation burial is a hard plastic urn. Any of the other decorated urns are acceptable if they do not exceed the maximum size of 10" x 11".
- c. Placement of an urn at the columbarium will not accept plastic urns. The urns will be maximum size of 6 ½"D x 10 ¼"T. All cremated remains must be labeled and accompanied by the burial-transit permit.
- d. The funeral director or family member/representative will need to check in with the Town of Pahrump Office to review all required paper work.
- e. Memorial services for cremated remain can be held at the flag pole area or the multi-purpose building.
- f. The family/representative should advise the Town of Pahrump as to what there wish are for disposition of the flowers.

III-FEES:

- a. The Town of Pahrump (TOP) will charge what the Veterans Administration (VA) and Social Security (SS) allocate for burial in a private cemetery.
- b. There will be a charge for Spouse and eligible dependent of \$450.00 if Spouse or eligible dependent requests to be buried with the Veteran. Same charge to be place in the Columbarium with the Veteran.
- c. Fees will be paid by the immediate family upon requesting for the burial or placement in the Columbarium. TOP will issue a receipt so that the immediate family can be reimbursed by the VA and SS.

IF THERE ARE ANY QUESTIONS REGARDING THESE OR ANY OTHER GOVERNING POLICIES PLEASE FEEL FREE TO CONTACT THE OF PAHRUMP.

TOWN OF PAHRUMP