

BERNICE PAUAHI BISHOP MEMORIAL CHAPEL

FUNERAL / MEMORIAL GUIDELINES

Phone: (808) 842-8204 Fax: (808) 842-8140

A. OVERVIEW OF CHAPEL USE	
1. General Overview	The Bernice Pauahi Bishop Memorial Chapel is available for funerals or memorial services for designated members of the KS `Ohana. Services performed in the Chapel shall affirm the Protestant tradition. Requests for funerals or memorial services begin with a call to the Chaplain's Office.
2. Who can use the Chapel for their funeral or memorial service?	<ul style="list-style-type: none">▪ Alumni, trustees, faculty/staff, retired faculty/staff and immediate families* of all the above categories. Use of the Chapel is also permitted for the funeral of a current student of Kamehameha Schools.▪ *<i>Immediate</i> family is defined as a spouse, parent/step-parent, son/step-son, daughter/step-daughter, brother/step brother, sister/step-sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchildren and present legal guardians.
3. Seating Capacity of Chapel & Information	The Chapel will accommodate approximately 482 people. Use of the Chapel includes the surrounding courtyard area, and the public rest rooms.
4. Staffing Responsibilities	<p>The Chapel Staff is responsible for coordinating all requirements of the service between the family, the Chapel Office and Kamehameha Schools. The Chapel Staff completes a <i>Funeral Inquiry</i> form over the telephone, submits the facility use form, and adds the funeral or memorial service to the Chapel's master calendar. When applicable, the Chapel Staff will request verification of alumni status with Parent and Alumni Relations (PAR)</p> <p>A <i>Funeral Application</i> can be mailed, emailed or faxed to the Chaplain's office.</p>
B. MAKING ARRANGEMENTS FOR A FUNERAL	
5. Scheduling	Funerals or memorial services should not interfere with Kamehameha Schools' activities; they can only be scheduled at times when staff is available. Funeral or memorial services are scheduled on the weekend; provided no other activities are scheduled during the requested date and time. The allotted time for funeral or memorial services at the Chapel is four (4) hours.
6. Dates when Chapel not available	New Year's Eve & New Year's Day, Ho'olaule'a, Good Friday & Easter Weekend, Memorial Day Weekend, Alumni Week, Veteran's Day, Thanksgiving Weekend, Christmas Eve & Christmas Day.

<p>7. Coordination with the Mortuary and General Practices</p>	<p>The Chapel Staff assists the family and mortuary personnel with all logistics of the service. The casket may remain open during the visitation time and is closed before the service begins. The Chaplain Designate discusses any special requests with the Chaplain.</p>
<p>8. Officiating/Counseling</p>	<p>While the School's Chaplain or Designate always serves as the official minister for the Chapel, the family is encouraged to have the family's clergy participate in the memorial service. The Chapel Staff coordinates any such request.</p> <p>The Chapel Staff coordinates the scheduling of meetings between the Chaplain or Designate and the family.</p>
<p>9. Indemnification</p>	<p>KS requires an indemnification statement from those using the Chapel for a funeral/memorial. The user agrees to release and indemnify Kamehameha Schools from and against any and all claims and liability for personal injury or property damage sustained by any other person as a result of the activities conducted in the Chapel. The indemnification statement is included in the Funeral Application.</p>
<p>10. Music</p>	<p>The family should discuss their music preferences, including, as needed, choice of vocalist and music, with the Chaplain or Designate. While every effort will be made to accommodate the family's wishes, given the quality and complexity of the Chapel's pipe organ, only the Chapel Organist or Designate is allowed to play the organ.</p> <p>If the family wishes to have live music playing inside or outside the Chapel during the visitation time or during the service, no sound equipment (microphones, amps, etc.) will be provided by the Chapel (only acoustic music will be permitted).</p>
<p>11. Program</p>	<p>With one week notice, and input from the family, the Chapel Staff or Designate assists the family in the preparation of a program for the service. A program template will be given to the family via mail or email.</p>
<p>12. Flowers</p>	<p>It is suggested that a single floral arrangement be used on the altar. The altar is also reserved for the placement of family lei around the urn. The Chapel Staff will assist the family in placement of other flowers; it is suggested that flowers from the immediate family be used at the front of the sanctuary and that all other flowers remain at the mauka/Diamond Head corner of the chapel.</p>
<p>13. Other Set-Up Information</p>	<p>A table in the mauka/Diamond Head corner is available for a picture or display; a moveable table at the back of the Chapel may be used on the lanai for guest books, etc. Families are not allowed to do any stapling, tacking, taping, nailing, gluing or any other form of temporary construction in the Chapel.</p>

	<p>The family is responsible for clean-up of Chapel sanctuary, Chapel breezeway lanai, courtyard area, and restrooms. The Chapel has two, 8 ft. folding tables available for use by the family. Disposal/removal of all filled trash bags from the premises is the responsibility of the family. (See refreshment guidelines)</p>
<p>14. Respect Sanctity of Altar</p>	<p>To respect the sanctity of the altar, only the urn along with limited lei from the family are placed on the altar. All other chapel items (Bible & koa bowls) may not be removed from the altar. A portrait of the deceased can be placed on an easel on the floor below the pulpit.</p>
<p>15. Protect the floor from Damage</p>	<p>All chairs, instruments or other items used on the floor should have rubber wheels or castors. Wooden chairs are permitted. Metal wheels or heavy objects are not permitted to be moved around on the floor. Please do not drag anything across the floor.</p>
<p>16. Refreshments at the Chapel</p>	<p>Light refreshments are allowed on the Chapel breezeway lanai, on the Ewa side of the Chapel. However the refreshments and any food holding equipment, etc., are to be supplied by an outside catering service or the family. Requests to serve refreshments should be made at the family meeting. No electrical outlets are available and alcoholic beverages are prohibited on campus. Food and beverages are not allowed in the Chapel sanctuary. Please refer to the refreshment guidelines for procedures and menu suggestions.</p>
<p>17. Alcohol & Drug Policy</p>	<p>Kamehameha Schools - Kapalama Campus is a drug free campus. It is the School's policy to prohibit the possession, distribution and/or use of intoxicating liquor, marijuana or other illicit drugs on campus.</p>
<p>18. Cost Reimbursement</p>	<p>This cost reimbursement is based on typical services required and is subject to change as costs change. The deposited monies are assessed for chapel staff, custodial staff, and security staff.</p> <ul style="list-style-type: none"> ▪ The cost reimbursement is \$475 and is made up of the following categories: <ul style="list-style-type: none"> Officiant \$150 Funeral Coordinator \$100 Organist \$75 AV / Sound Technician \$75 Kamehameha Schools (security, custodial services, printing, staffing, etc.) \$75 ▪ Families are asked to bring five separate checks to the Chapel when they meet with the Minister/Chapel Staff to plan the service.

	<ul style="list-style-type: none"> ▪ Checks are payable as follows: <ul style="list-style-type: none"> Officiant \$150 Funeral Coordinator \$100 AV Sound Technician \$75 Organist \$75 <p style="text-align: center;"><u>Check to be written to Kamehameha Schools if Organist not used</u></p> <ul style="list-style-type: none"> Kamehameha Schools \$75 <p>If the expected attendance exceeds 300, an additional coordinator may be assigned and a fee of \$100 will be charged to the family.</p> <p>Depending upon the employment status of the officiant, the check for the officiant may be made payable to <i>Kamehameha Schools</i>.</p> <p>Any person wishing to make a donation to the School in addition to the stated charges should contact the Headmaster's Office for information.</p> <p>The cost reimbursement is based on typical services required and is subject to change as costs change. The deposited monies are used to pay any necessary custodial fees, security, printing cost and candles. No other monetary compensation, either as payment or gratuity, is expected or should be accepted by the officiant, organist or anyone else included in the service.</p>
19. Disposition of Remains	Families must contact the ministers directly to schedule officiating the committal service.
20. Audio/Visual Equipment	Video presentations, including a photo slide-show with or without music may be shown.

I have read and understand the ***Guidelines for Funeral/Memorial Service at the Bernice Pauahi Bishop Memorial Chapel*** and further agree to be bound by the policies set forth therein.

Signature: _____ Date: _____ / _____ / _____