



TOWN OF CHAPEL HILL

COLUMBARIUM POLICY AND PROCEDURES

- 1. Compartment License Fee.** There is a one-time fee for the Privilege of Interment Certificate that is stated in the Town's Fee Schedule. This fee includes all costs directly associated with perpetual care of the Columbarium; additionally, the Town has the right to adjust the interment fee as it deems necessary in the future. Upon full payment (partial payments will not be accepted), a Privilege of Interment Certificate will be provided to the person or persons who purchased the rights to the compartment (hereby known as the Licensee(s)). This is their proof of payment and should be kept in a safe place that is known to family members or friends. The Licensee(s) will receive a copy of the Columbarium Rules and Regulations. The Licensee(s) acquire no property rights in the Columbarium or any of its compartments.
- 2. Non-transferrable.** Use by Licensee's immediate family members is allowed with appropriate documentation from the Licensee (i.e., instructions in a will, or other written documentation from the Licensee or Licensee's family). Licensees may not sell Privilege of Interment Certificates to a third party. However, a Licensee(s) may relinquish rights to the compartment if unused, and return it to the Town for resale. The Town will refund the original purchase price to Licensee or Licensee's family. If the vacated compartment's door has already been engraved, the Licensee or the Licensee's family must replace the door with a blank one prior to a refund being issued.
- 3. Limitation of Responsibilities.** The Town of Chapel Hill will maintain the Columbarium in good condition and shall preserve all pertinent records. The Town of Chapel Hill will not assume any liability for causes beyond its control including but not limited to acts of God, vandalism, theft, accidents, riots, military action or strikes. Loss or damage within the reasonable control of the Town shall be limited to no more than the amount of the money paid for any contracted items.
- 4. Inter arrangements.** Interment arrangements, unsealing, resealing, and second interments must be made by the Licensee or the Licensee's family with a licensed funeral director.
- 5. Use of Columbarium Niche.** All containers are subject to and all federal, state and local laws, ordinances, rules, and regulations. All remains interred in the Columbarium must be in containers that will fit into the size of the compartment reserved. Internal dimensions of a single compartment are 12"x12"x12". Two human cremated remains per single compartment is the maximum allowed. No cremated animals are permitted. The remains of the persons, and containers, to be interred into the Columbarium shall be provided by the deceased's family or legal representative, and that family or representative shall be responsible for the cost of each container. The container shall be capable of withstanding the elements and shall be suitable for removal and transportation in the event the family requests removal and/or removal and transportation becomes necessary as determined by the Town.

Personal or memorial items may be interred into the compartment along with the container(s), as long as the items will fit in the original size of the compartment and are not volatile in nature.

These approved items may be photographs, letters, news clippings, etc. Damage to the compartment and/or the compartment door caused by the Licensee/Licensee's family and/or items placed in the compartment is the sole responsibility of the Licensee/Licensee's family.

6. **Compartment Door Engraving.** To maintain the Columbarium in a uniform manner, size, font style and inscriptions on compartments shall be supplied by a vendor selected by the Town. Engraving costs are the responsibility of the Licensee(s). Engraving of the compartment door is allowed before the interment of cremains, after the Compartment Purchase Fee is paid in full. Attachment A shows three door inscription options. No other text or format is permissible.
7. **Decorations.** The Town will not be responsible for any decorations, flowers or other items on or near the Columbarium area. The Town of Chapel Hill reserves the right to remove any decoration, floral arrangement or other items at its sole discretion. Live cut flowers are permitted at the base of the Columbarium for up to two weeks. The Licensee(s) shall be liable for any damage caused by the placement of any decoration. Under no circumstances will the use of glass containers or other items that could cause injury be allowed in the Columbarium area. Altering a compartment in any manner is prohibited (i.e., marking, attaching flowers, photographs, objects or keepsakes, etc.).

CHATHAM MONUMENT Co., INC.

227 N. 2ND AVE. SILER CITY, NC 27344

Locally Owned & Operated

Over 50 Years Experience

Phone: (919) 663-3120

Toll Free: 1-888-799-0365

www.chathammonument.com

Fee Schedule for Lettering Columbarium Doors:

(Below fees applicable each time lettering is done on doors)

1st Line of Lettering = \$125.00

Each additional line of lettering = \$35.00

(Lettering costs are currently NC Tax Exempt)

Fee Schedule to put urn into niche on Columbarium if someone meets us with the urn while we're installing the door after lettering it: No Charge if they meet us on our schedule

Fee Schedule to remove door, install urn & reinstall door if not done when the door is installed after lettering it or if we have to make a trip to install door: (separate trip charge) = \$100.00

****Most Columbarium Doors are not lettered until:**

- 1) Someone's cremains are interred
- 2) Both sets of cremains are interred

This allows a lower cost for the family for lettering the doors as well as less costs for opening & closing of the niche door.

****Fee Schedule may have to be adjusted as time & labor necessitates.**

EXHIBIT A

12.5 in

11.75 in

**MARVIN FREEMAN
JOHNSON**
DEC. 23, 1935
NOV. 22, 2018

1"
1.5"
7/8"

1.5"
1"
7/8"

**JOHNSON
MARVIN FREEMAN**
DEC. 23, 1935
NOV. 22, 2018
MARGARET LYNN
FEB. 23, 1938
MAR. 21, 2018

1"
7/8"

**MARVIN FREEMAN
HARTWELL**
DEC. 23, 1935
NOV. 22, 2018
**JESSICA DOWDY
MITCHELL**
DEC. 2, 1939
OCT. 8, 2017