



TOWN OF CHAPEL HILL

COLUMBARIUM POLICY AND PROCEDURES

Niche Fee. The Town's Fee Schedule states a one-time Privilege of Interment Certificate fee. This fee covers all costs directly associated with the perpetual care of the Columbarium; additionally, the Town reserves the right to adjust the niche fee as deemed necessary. Upon full payment (partial payments will not be accepted), a Privilege of Interment Certificate will be provided to the person(s) who purchased the rights to the niche. This certificate serves as proof of payment and should be kept in a safe place known to family members or friends. The Purchaser(s) will receive a copy of the Columbarium Rules and Regulations. The Purchaser(s) acquire no property rights in the Columbarium or its niches.

Non-transferable. The Purchaser(s) may allow their immediate family members to use the niche, provided they present appropriate documentation (such as a will or other written evidence from the Purchaser or their family). Purchasers are prohibited from selling Privilege of Interment Certificates to third parties. However, a Purchaser(s) can return an unused niche to the Town for resale, relinquishing their rights. In such cases, the Town will refund the original purchase price to the Purchaser(s) or their family. If the niche's door has been engraved, the Purchaser(s) or their family must replace it with a blank door before receiving a refund.

Limitation of Responsibilities. The Town of Chapel Hill will maintain the Columbarium well and 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 actions, or strikes. Loss or damage within the reasonable control of the Town shall be limited to no more than the amount of money paid for any contracted items.

Interment arrangements. The purchaser(s) or their family must make interment arrangements with a licensed funeral director, including unsealing, resealing, and second interments.

Columbarium Niche Use. All cremated remains in the Columbarium must be in containers that fit within the niche's internal dimensions of "12 x 12 x 12". Each niche can accommodate up to two sets of human cremated remains; animal remains are not permitted. Containers must be durable enough to withstand weather conditions and suitable for removal and transportation if requested by the family or required by the Town. The family or legal representative of the deceased is responsible for providing and covering the cost of these containers.

Personal or memorial items may be placed inside the niche with the container(s) as long as they fit within the original niche dimensions and are non-hazardous. Permitted items include photographs, letters, and newspaper clippings. The Purchaser(s) or their family are fully responsible for any damage to the niche or niche door caused by placing these items inside.

Niche Door Engraving. To maintain the Columbarium uniformly, the size, font style, and inscriptions on niches shall be supplied by a vendor that the Town selects. Engraving costs are the responsibility of the Purchaser(s). Engraving of the niche door is permitted before the interment of cremains, after the Niche Purchase Fee is paid in full. Attachment A displays three door inscription options. No other text or format is permissible.

Decorations. The Town will not be responsible for decorations, flowers, or other items on or near the Columbarium area. The Town of Chapel Hill reserves the right to remove any decorations, floral arrangements, or other items at its sole discretion. Live cut flowers are permitted at the base of the Columbarium for up to two weeks. The Purchaser(s) shall be liable for any damage caused by the placement of any decorations. Under no circumstances will the use of glass containers or other items that could cause injury to be allowed in the Columbarium area. Altering a niche is prohibited (i.e., marking, attaching flowers, photographs, objects, or keepsakes, etc.).

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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

