WINDHAM TOWNSHIP CEMETERY

COLUMBARIUM RULES AND REGULATIONS

GENERAL INFORMATION

Windham Township Cemetery is responsible for the maintenance and reservation of columbarium niches. Windham Township Cemetery will maintain all records regarding the columbarium. These records will include name and current address of those who have reserved a niche, niche locations, availability, copies of Certificates of Reservations, Certificates of Cremations, Certificates of Burial

A columbarium niche is for the interment of human cremains only. Deceased pets, valuables, flowers, mementoes, etc. will not be allowed in a niche.

Niche openings can only be performed by Windham Township Cemetery employees. Anyone other than a Windham Township Cemetery employee, who attempts to open a niche, will be prosecuted under local or state laws. Any acts of vandalism will also be prosecuted under local and state laws.

Windham Township Cemetery will be responsible for repairs to the columbarium. Windham Township and the Cemetery will take reasonable care to ensure the safety of interred cremains. However, none of the above agencies will be held responsible for the loss or destruction of interred cremains due to vandalism, acts of nature, leaving the cremains in a temporary urn, or any unforeseen circumstances.

NICHES

Single niche is II h x 11 % x 11 h. Windham Township Cemetery will allow 2 cremations in one niche. It is recommended to consult with your urn provider for proper sizing for 2 urns.

Windham Township Cemetery will not be held responsible for damage to or loss of any cremains that are left in temporary containers.

NICHE PRICE LIST

The purchase of a niche is a final sale and nonexchangeable. 't cannot, for any reason, be transferred. exchanged, or switched. The Township may repurchase a niche at 80% of the original price pursuant to ORC 5517.07 (C).

The cost of a vacated niche will not be refunded to the Lessee or the Lessee's family. The rights of the niche can be transferred to an heir of the niche owner for a transfer fee of $15.00. If the vacated niche's cover has already been engraved, the cost of replacement is not the responsibility of the Windham Township Cemetery, the Trustees or Windham Township.

To facilitate the transfer of a niche to an heir of the niche owner, the Owner shall at the time of niche reservation provide a list of names and addresses of those relatives the niche would go to under intestate succession pursuant to ORC 5517.07 (A). It is also the owner's duty to provide any changes to this list in the name or address of any person to whom property would descend. ORC517.07(B)

Any person who receives a niche by gift, inheritance. Or Other means other than the original conveyance, shall within One year after receiving the interest give written notice of the person's name and address to the Board having control of the cemetery. and shall notify the Board of any subsequent changes in the person's name or address. ORC 517.07(C)

If the notification requirements set forth in (A)(B) and (C) above are not met, the Board of Township Trustees shall have right of reentry pursuant to ORC 517.07.

NO Township residents may purchase a niche for a non-resident.

One Niche (up to 2 cremations)	RESIDENT	NONRESIDENT	VILLAGE
	$800.00	$1200.00	$1000.00

BURIAL PROCEDURES and COSTS (Opening and Closing)

The current cost for an interment is:	RESIDENT	Non-RESIDENT
	$100.00	$100.00
Saturday Opening: Sunday Opening:	$200.00	$200.00

Holidays follow weekend charges

The cost of disinterment is $300.00, plus the cost of replacing the face plate

Payment is due upon the scheduling of a burial

The Cemetery must receive 48-hour notice for an interment.

Engraving Of the face plate is done exclusively through Portage Marble and Granite to ensure a uniform appearance, and payable directly to them.

NICHE RESERVATIONS

Upon payment in full, a Certificate of Reservation will be given to the person or persons who purchased the rights to the niche (hereby known as the Lessee(s)). This is their proof of payment and should be kept in a safe place that is known to family members or friends, The Lessee(s) will also receive a copy of the Columbarium Rules and Regulations and a diagram indicating the location of the reserved niche.

The holder Of a Certificate acquires no property rights in the columbarium or any of its niches. Legal titles to the columbarium and niches always remain with the township. The Certificate attests only to the right to inter the remains of the person(s) named on the Certificate in the specific niche, also stated in the certificate, pursuant to Columbarium Rules and Regulations, as amended from time to time. In the event of a discrepancy between the Certificate and administrative records, maintained by Windham Township Cemetery, the latter shall take preference.

Reservation for a niche can only be made through Windham Township Cemetery. A niche must be paid in full before an interment. There will be no exceptions to this rule.

INTERMENT

Interment arrangements must be made by Lessee or Lessee's family. This can be done through a funeral home or by contacting the Windham Township Cemetery office directly. A COPY Of the Certificate of Cremation must accompany the cremains. If arrangements are handled through a funeral home, A Certificate of Burial must be filled out by the funeral director and accompany the cremains. Any funeral home costs are the responsibility of the lessee or the lessee's family. An opening and closing fee will be assessed at the time of the opening at the current rate.

There is no scattering of cremains permitted in Windham Township Cemetery.

ENGRAVING of the Niche Cover

The cost of engraving is the responsibility of Lessee or the family. To maintain the columbarium in a uniform manner, only one font pattern is allowed for engraving on all niche covers. The engraving is limited to 4 lines and 1 insignia.

FLOWERS/Wreaths

No flower arrangements, plants, wreaths, toys or mementos will be allowed to be placed near the columbarium, at any time, except at the time of interment. For the Memorial Day weekend, a wreath will be placed at the columbarium by Windham Township, to commemorate all the interred. The wreath will be removed in two weeks' time by Windham Township Cemetery employees.

No planting of flowers, bushes, trees, etc. are allowed around the columbarium. No floral memorials or other ornamentation will be attached to the columbarium other than an approved niche vase. No artificial flowers are permitted.

REMOVAL OF THE INTERRED CREMAINS

If the columbarium requires repairs to maintain its integrity, the Lessee agrees to permit the temporary removal of any cremains until those repairs are completed. The cremains will be returned to the proper niche by the Windham Township Cemetery. If cremains must be removed from the columbarium by the family or an authorized person, a written request must be made to the sexton Of Windham Township Cemetery. This request must explain the reason for the removal, who is making the request, their relationship with the deceased, the day and time requested for removal, and who will take possession of the cremains at the time of removal. An opening and closing fee will be assessed at the time of the opening at the current rate.