

LAKEVIEW CEMETERY COLUMBARIUM RULES AND REGULATIONS

It is the wish of the City of Howell to provide services that address the needs of those dealing with loss and bereavement. To help meet that need, we offer a columbarium to store cremated remains of loved ones, insuring that they are protected and safe in a beautiful surrounding for eternity.

Interment in the columbarium is not based on residency in the City of Howell. Anyone is welcome to use the columbarium as a final resting place.

GENERAL INFORMATION

The City of Howell is responsible for the reservation and maintenance of columbarium niches. The City of Howell will establish records regarding the columbarium. These records will include the names of those who have reserved a niche, copies of Columbarium Right Agreements, copies of Certificates of Cremations, Columbarium Rules and Regulations and Niche Maintenance Reports.

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 City of Howell employees. Anyone, other than a City of Howell employee, who attempts to open a niche, will be prosecuted under state and local laws. Any acts of vandalism will also be prosecuted under state and local laws.

The City of Howell will be responsible for repairs to the columbarium. The City of Howell will take all reasonable care to insure the safety of interred cremains. However, the City of Howell will not be held responsible for the loss or destruction of interred cremains due to vandalism, acts of nature or any unforeseen circumstance.

NICHES

A single niche is 12"x12"x12". The City of Howell will allow one cremain urn per niche as long as the total dimensions of the urn does not exceed 10"x10"x10". The urn must be of a material suitable for interment (NO CARDBOARD). The City of Howell shall have full authority to refuse to accept for interment any receptacle deemed unsuitable. Leaving the cremains in the urn sent by crematorium is allowed as long as it meets the above requirements. Please be aware that these containers are considered temporary and the City of Howell will not be responsible for damage to or loss of any cremains that are left in temporary containers.

NICHE RESERVATIONS

Upon payment in full, a Columbarium Right Agreement 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

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payment and should be kept in a safe place that is known to family members or friends. The Lessee(s) will receive a copy of the Columbarium Rules and Regulations.

The holder of the Agreement acquires no property rights in the columbarium or any of its niches. Legal title to the columbarium and niches remain with the City at all times. The Agreement attests only to the right to inter cremains of the person(s) named on the Agreement in the specific niche, also stated on the Agreement, pursuant to the Columbarium Rules and Regulations, as amended from time to time. In the event of a discrepancy between the Agreement and the administrative records, the latter shall take preference.

Columbarium Right Agreements for a niche can only be made through the City of Howell. A niche must be paid in full before an interment. There will be no exceptions to this rule. The City of Howell will not buy back a niche from a Lessee(s) once it is paid in full.

A niche reservation cannot be transferred or sold without first notifying the City of Howell. A new Columbarium Right Agreement in the name of the new Lessee(s) must be written before any niche transfer is considered legal. An Agreement transfer fee will be assessed at the current rate.

INTERMENT

Interment arrangements must be made by the Lessee or the Lessee's family. This can be done through a funeral home or by contacting the City of Howell directly. A copy of the Certificate of Cremation must accompany the cremains. Any orders from the funeral home are considered orders from the family. 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.

ENGRAVING OF NICHE COVER

To maintain the columbarium in a uniform manner, the City of Howell will arrange for the engraving of the niche cover. Only name, birth date and death date will be allowed. To recognize Veterans one line will be available for the Veterans service upon proof of honorable discharge. Only one font pattern will be allowed on all niche covers. An engraving fee will be assessed at the time of the engraving at the current rate. Niche covers are not required to be engraved. Engraving of the niche cover is allowed before interment of the cremains. A temporary replacement cover will be installed by the City of Howell until the engraved cover is returned.

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FLOWERS AND 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.

REMOVAL OF THE INTERRED CREMAINS

In the event that the columbarium requires repairs in order to maintain its integrity, the Lessee(s) 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 City of Howell.

If cremains must be removed from the columbarium, by the family or an authorized person, a written request must be made to the City of Howell. This request must explain the reason for the removal, who is making the request, their relationship to the deceased, the day and time requested for the removal, and who will take possession of the cremains. Additional information or documentation may be required. An opening and closing fee will be assessed at the time of the opening at the current rate. The City of Howell will exercise reasonable care in making a removal, but it assumes no liability for damage to any urn in the process of making a removal.

The cost of a vacated niche will not be refunded to the Lessee or the Lessee's family. The rights to the niche can be sold to another party. The City of Howell must be informed so a new Columbarium Right Agreement can be issued. A transfer fee will be assessed at the current rate.

If a niche's cover has already been engraved, the cost of replacement cover is not the responsibility of the City of Howell. Replacement covers can be obtained from the City of Howell at the current rate.