

RULES AND REGULATIONS GOVERNING ST. THOMAS AQUINAS COLUMBARIUM Waterford, WI

St. Thomas Aquinas Cemetery is dedicated to preservation of the cemetery grounds as an attractive, reverent setting for the sacred burial of the deceased. Accordingly, rules and regulations are in place to ensure uniformity and continuing aesthetic appeal. The following rules pertain specifically to the newly established Columbarium in the cemetery.

Definitions

Columbarium: A structure which will contain niches for inurnment of the ashes of deceased persons.

Cemetery Committee: The standing committee established by the Parish to oversee the operations of the Cemetery and Columbarium. **Cremains** – the remains of a cremated human corpse. **Grantee** – the purchaser of a niche easement.

Niche: A receptacle in the Columbarium for the placement of an urn.

Niche Easement: The document which entitles a person to the inurnment of human remains within a niche in the Columbarium. The niche easement does not constitute the sale or transfer of property, but is the provision of an inurnment space. All ownership of the land and Columbarium remain with the Cemetery.

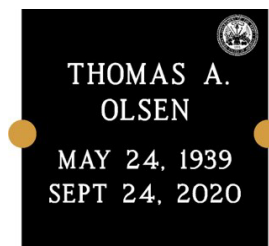
Parish: St. Thomas Aquinas Parish, 305 S First Street, Waterford, WI 53185.

Urn: A worthy vessel to hold cremains.

Conditions of Inurnment

Inurnment of cremains of a single human person within a niche is permitted. Only one person's cremated remains may repose in one niche. Niches have dimensions of 12"x12"x12". The urn must be able to fit within the niche.

The door of each niche will be engraved by Ketterhagen Memorials in a standard style and font decided by the Cemetery Committee. The information included for the deceased will be four lines: first name, last name, date of birth, date of death. The first name could be legal or nickname, depending on the wishes of the family, and middle initial can be added, but only two lines are available for the deceased's name. (See example below.) An engraved military emblem will be available for veterans. Engraving will be done at the Grantee's expense. It is possible for the Grantee to arrange with Ketterhagen to pay in advance for engraving and open/sealing niche.



Memorabilia may be included in the niche at inurnment. Acceptable items are photos, letters, etc. but nothing liquid or formerly alive.

Inurnment Arrangements: Inurnments that promptly follow a funeral will likely be scheduled by the funeral home. For inurnments at a subsequent time, proceed as follows.

1. Contact the Parish Office (262-534-2255) to be put in contact with the sexton. If desired, you can also schedule a burial service with a priest/deacon.
2. The sexton will provide a ***Christian Burial Authorization Form for St. Thomas Aquinas Cemetery***. This form along with a death certificate should be taken with you to Ketterhagen Memorials.
3. Contact Ketterhagen Memorials (262-763-2535) directly to coordinate the engraving of the door. They prefer one week's notice before inurnment. Schedule the inurnment with them as well. Their representative will be onsite during the service to open and clean the niche, display the engraved door, then close and seal the niche. Payment for Ketterhagen's services is made directly to them.
4. Before inurnment, bring to the parish office a completed Authorization Form, death certificate and a check payable to St. Thomas Aquinas Cemetery for the \$150 columbarium administration fee.

Decorations: No decorations, flowers, candles, solar lights or other items can be placed on top of, on or near the Columbarium. The Cemetery Committee reserves the right to remove any decorative items at any time and for any reason. The Grantee shall be liable for any damage caused by the placement of any decoration.

All improvements of any kind on the Columbarium or surrounding areas and any type of work are under the strict control of the Cemetery Committee. This includes but is not limited to opening and sealing niches, inurnments or disinurnments, plantings, landscape care or Columbarium work. The Cemetery Committee may remove any and all improvements at any time, for any reason. Use of materials, equipment, devices, outside agents or products is subject to the strict control and approval of the Cemetery Committee.

Inurnment Authorization: To enable the inurnment of a person not designated or intended at the time of agreement between the Cemetery Committee and the Grantee, a written authorization is required from the Grantee, executor or personal representative prior to the inurnment of those cremated remains. This written authorization must be approved by the Cemetery Committee.

Removal of an urn: Removal of cremains for permanent inurnment in another facility will be permitted upon presentation of the appropriate legal documents and payment of a fee determined by the Cemetery Committee.