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## City of Marine City Woodlawn Columbarium Rules and Regulations for Operation

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### Section 1: Introduction

The City of Marine City ("City"), through its City Commission, administers the Woodlawn Cemetery and the Woodlawn Columbarium located within the Cemetery (hereinafter referred to as the Columbarium). These Rules and Regulations are adopted for the common protection of the owners of all niches and the preservation of the natural beauty of the cemetery grounds. All owners and visitors within the cemetery, and all lots, single graves, crypts, niches, and other interment space conveyed, shall be subject thereto and to such other rules and regulations.

1. The City Clerk shall keep the official records for the Cemetery and Columbarium.
2. The City expressly reserves the right to revise, change or alter these rules and regulations without notice.
3. The Municipality owned columbarium, located at Marine City Woodlawn Cemetery, shall be known as the Marine City Woodlawn Columbarium.

### Section 2: General Rules

1. All persons are welcome to visit the Columbarium from dawn until dusk.
  - a. Visitors are expected to be orderly at all times.
  - b. No person shall use the Cemetery grounds for any business activity. The placing of signs, notices, or advertisements of any kind, peddling or soliciting are prohibited.
2. Visitors may receive information regarding Woodlawn Columbarium by contacting the City Offices at (810) 765-8846 or visiting the City's website, [www.cityofmarinecity.org](http://www.cityofmarinecity.org)
3. There shall be no planting of any permanent floral memorials including flowers, shrubs, vines or trees at the Columbarium site, except by the City.
4. There shall be no vases, pots, flowers, markers, wreaths, statues, commemorative items or other decorations permitted on the Columbarium, except in the designated area provided by the City for that sole purpose. Any such ornamentation outside of the designated space will be removed and disposed of immediately.
  - a. Funeral flowers and wreaths may be displayed in a designated area at the time of inurnment and will be removed five (5) days after the inurnment or whenever they become unsightly. The City will assume no responsibility for the safekeeping of any floral memorial.
  - b. Patriotic flags may be displayed in honor of deceased Veterans in designated areas for the period of four (4) days prior and three (3) days post the Memorial Day and Veteran's Day holidays.
    - i. The individual or group responsible for placing flags, must remove them.
5. There shall be no attachments to the front, top, sides or back of any Columbarium niche. Any such ornamentation will be removed and disposed of immediately.
  - a. Veteran's Markers are permitted. The Veteran's Markers must be no larger than 8 ½" x 5 ½" and will be located on the back side of the Woodlawn Columbarium. It is the responsibility of the niche owner, or representative, to order the Veteran's Marker.

6. Inscriptions and engraving shall be on a granite cover in a standard format determined by the City. Any unauthorized inscriptions or engraving are not permitted.
  - a. Should the niche cover not conform to the City's standard format, the City reserves the right to remove the niche cover and replace at the expense of the owner or their representative.

### **Section 3: Inurnment and Disinurnment**

1. All inurnments are subject to the rules and regulations of the City and all federal, state and local laws, ordinances, and regulations.
2. Applications for inurnment must be made to the City Offices, during normal business hours, no less than three (3) days before inurnment.
  - a. Inurnments shall occur during normal working hours. There will be no inurnments on holidays or Sundays.
  - b. Normal working hours for inurnments shall be defined as Monday – Friday from 10am – 2pm and Saturday from 10am – 12pm.
3. The container for cremated remains to be inurned shall be of material approved by the Cemetery Sexton and shall be of a size suitable for the niche. The Cemetery Sexton, shall have full authority to refuse to accept for inurnment any receptacle deemed unsuitable.
4. No more than two cremains shall be inurned in one niche.
  - a. Niche size is 12" x 12" x 12"
    - i. Should one niche be reserved for two urns, urn sizing must accommodate the reduced spacing. The Cemetery Sexton will be able to provide information regarding urn sizing.
  - b. No inurnment of cremated animals will be permitted.
5. All removals, disinurnments and niche openings shall be done by or under the supervision of the Cemetery Sexton. The City will exercise reasonable care in making a removal, but is assumes no liability for damage to any urn occurring in the process of making a removal.
6. No disinurnment of cremains in the Columbarium will be permitted except upon written order of both the recorded owner and appropriate heirs of the person whose cremains are to be moved or disintombed, or upon order of a court of competent jurisdiction and except upon full compliance with all applicable federal, state and local laws and the Rules and Regulations of the City.

### **Section 4: Niche Purchasing and Transfers**

1. Every Columbarium niche is sold subject to these rules and regulations and any subsequent changes made by the City Commission. All niches are sold on a perpetual care basis.
2. The fee associated with the purchasing of the niche, opening and closing costs, and transfer costs shall be adopted by the City Commission and changed as deemed necessary.
3. The fee associated with the purchasing and engraving of the niche plaque is the responsibility of the owner, or representative for the owner.
  - a. All niche plaques must be ordered through Coldspring USA and in the same uniform design set by the City.
4. No inurnments shall be permitted in any niche in the Columbarium until all payments due to the City have been made in full.
5. Persons purchasing a Columbarium niche at the resident rate must prove the OWNER is a resident of the City of Marine City at the time of purchase.

6. Upon purchase of a Columbarium niche, the owner will be issued a Cemetery deed. Each deed will identify the niche owner(s) (maximum of two owners). No person may be the Owner of more than one Columbarium niche.
7. Private sales of a niche **MUST** be recorded with the City. Transfer of a niche is allowable with written, notarized, permission from the current holder of the deed. Upon receipt of the notarized transfer form, the City Clerk will issue and record a new Cemetery deed.
  - a. The requests for transfer must identify the person to whom the deed is going to be transferred and include payment of a \$25.00 transfer fee.
  - b. When transferred, a new plaque must be purchased. Cost will be the responsibility of niche owner.
  - c. When the owner of a Columbarium niche is a non-resident at the time the niche was purchased, and later becomes a resident of the City, no refund of the price difference will be given.
8. Only cremains of the immediate family of the niche owner shall be permitted unless otherwise specified by the deed holder or designated will, as outlined in Section 4, Number 6.
  - Immediate family shall consist of wife, husband, domestic partner, child, parent, mother-in-law, father-in-law, sister, brother, or other relative living in the same household.
9. Columbarium niches may be sold back to the City of Marine City.
  - a. Seller must provide proof of niche ownership.
  - b. The City will buy back the niche for the original purchase price, only.
  - c. Additional costs may be due to the City to replace niche cover, if applicable.
10. If a Woodlawn Columbarium niche remains vacant for 100 years after the date of purchase, the City will consider inurnment rights forfeited and the niche may be resold by the City.

## **Section 5: Miscellaneous**

1. If the niche is destroyed or damaged for any reason, the City may have any cremains inurned therein to be either promptly interred elsewhere in the cemetery or delivered on written request to the owner or representative of the niche in which they were inurned.
2. Should cremains be placed in the wrong location in the Columbarium, the City will offer a new location to the niche owner or their authorized representative. The City will accept the costs associated with the disinurnment and reinurnment due to its error. Should a previous claim to ownership exist for any space resold in error, the subsequent purchaser will be given the option of either a refund for all monies paid or that of another available urn space.
3. The grant of inurnment right in a niche gives only a right or privilege of inurnment of cremated remains. The ownership of the land and the structure will remain always with the City.