



# LAKEVIEW COLUMBARIUM CASOWASCO CAMP AND RETREAT CENTER

## POLICIES AND REGULATIONS

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### PREFACE

These Policies and Regulations are established to assure that the procedures for inurnment and memorializing are carried out in an orderly and reverent manner, and to describe and explain the services provided by the facility in connection with these activities.

### DESCRIPTION

The Columbarium shall consist of niches, uniform in size and style, for the inurnment of the ashes of cremated human beings. Each niche shall be covered by a plaque, engraved with the name(s) and dates of birth and death of the deceased. The Columbarium is located near the Lakeview Chapel at Casowasco Camp and Retreat Center (hereafter: *Casowasco*), a ministry of the Upper New York Annual Conference of The United Methodist Church (hereafter: *Conference*). Casowasco is supported by the Committee on Camp and Retreat Ministries (hereafter: *CCRM*). From time to time, these policies and regulations may be adjusted or added to by a committee of Casowasco supporters (hereafter: *Columbarium Committee*).

### ELIGIBILITY

The Columbarium shall be available for the inurnment of (a) supporters of Casowasco, and the (b) spouses of supporters, (c) children or step-children of supporters, and (d) other persons upon written request and approved by the Columbarium Committee.

### PURCHASE OF NICHEs

Persons may purchase niches within the Columbarium, subject to the eligibility requirements above. A Certificate of Purchase allows a purchaser (hereafter: *Niche Owner*) to select a niche assigned on a first-come, first-served basis. Once assigned, the location will not be changed so long as the Columbarium Agreement has not been terminated. The right to use a niche may only be sold or transferred upon written request from the Niche Owner to the Columbarium Committee. Eligibility for niche transfers shall remain consistent with the above requirements. Designation of the person to be inured may be changed by a request in writing from the Niche Owner at any time prior to death. The legal title to all niches shall at all times remain with the Conference. The Niche Owner involves no ownership in the Columbarium and its property.

Each Columbarium niche will be assigned a specific number. Specific niches for the inurnment

of cremated remains may be purchased by eligible persons upon payment of designated fees and execution of required documents. A schedule of current required fees is attached to these rules. The fees may change in the future as recommended by the Columbarium Committee and upon approval by the Executive Director of Casowasco.

### **CANCELLATION**

The rights granted under the Certificate of Purchase shall lapse upon the happening of one or more of the following events:

- A. Inurnment or interment of the owner of the Certificate elsewhere.
- B. In the event that no inurnment shall have occurred within five years after the death of the person to whom a certificate of purchase has been issued, upon written notification, the Columbarium Committee may terminate the contract unless the family representative, a spouse or lineal descendant shall have advised the Columbarium Committee in writing of an intention to have the remains inurned in the space.

A niche may be surrendered by the Niche Owner, upon written notification, back to Casowasco for a partial refund of the original purchase price, less an administrative fee.

Upon lapse of the rights claimed by the certificate of purchase, Casowasco shall be entitled to resell such rights.

### **MANAGEMENT**

Casowasco shall be the custodian of all books and records of the Columbarium, including all Certificates of Purchase of Columbarium niches. Such records shall include, but shall not be limited to, the name(s) of the deceased in each inurnment, the deceased's dates of birth and death, and the deceased's next of kin or legal representative shall be included therein. Casowasco shall also maintain a list of the persons who have reserved niches, together with the names of the next of kin or legal representatives of such persons as chart or diagram designating by number each niche. Casowasco shall keep a record of all income and expenses associated with the construction and maintenance of the Columbarium, which books and records shall be open and available for inspection.

The Conference will receive all payments and disburse all expenditures in a separate account to be known as "The Casowasco Columbarium Fund" apart from and entirely separate from the general Casowasco budget. Appropriate annual audits and reviews will be performed in accordance with the Conference's regular accounting procedures. Any surpluses generated after all expenditures have been satisfied may be utilized for the overall ministry of Casowasco.

Niche Owners of the Columbarium agree that neither the Conference nor Casowasco shall be held legally responsible for any damage caused to the Columbarium/Memorial Garden or its

contents by vandalism, weather, or acts of God.

Casowasco shall be responsible for any upkeep and maintenance of the Columbarium Niches and site.

### **ADDRESSES**

It shall be the responsibility of the Niche Owner to keep Casowasco advised at all times of the current mailing addresses of themselves, the person for whom the niche is purchased, and the next of kin for that individual. Unless otherwise told, Casowasco will use the Niche Owner as the contact person for the niche.

## **INURNMENT**

### **MEMORIAL SERVICES**

A private service for the inurnment of cremated remains is included in the cost and may be held on the grounds or in the Lakeview Chapel at Casowasco, and shall depend upon scheduling.

### **URNS**

The one urn containing the cremated remains of the persons to be inurned in the Columbarium shall be provided by Casowasco. If and when a second set of remains is inured, a second urn and engraved plaque will be provided at a cost noted in the fee schedule.

### **COSTS**

Any fee paid to the Conference pursuant to these operating rules does not cover the cost of cremation. The Conference will not offer cremation services. No expenses other than those prescribed herein are covered by the prescribed fees.

### **NICHE COVERS**

Engraving of Niche Covers will be of predetermined uniform size and style. Casowasco will provide for such engraving as a part of the fee prescribed in Schedule A. Each Niche Cover will be inscribed only with the name(s) and dates of birth and death of the deceased. Niches containing the remains of two persons will be inscribed with such information for both persons. No other inscriptions will be permitted. No flowers, flags, decorations or other memorabilia will be permitted inside the Memorial Garden.

### **RIGHT TO REMOVE CREMAINS AND NICHE COVERS**

The Conference retains the absolute Right, in its discretion, to remove urns, niches and niche covers and to relocate all or any part of the Columbarium (including niches) as it may deem necessary or advisable. If it is necessary to relocate an existing niche for any reason, the Columbarium Committee will provide another niche for the cremains and will endeavor to notify the next of kin of the new location and the reason for the transfer. However, the Columbarium Committee will allow movement of the cremains to another location upon

receiving legal authority from a designated heir of the deceased.

A niche may be opened and the contents removed by someone other than the Conference only for good cause as determined by the Columbarium Committee. Any expenses will be borne by those persons requesting such action. All openings and removals shall be fully supervised by Casowasco, with the Conference being released from any and all further responsibility. Removal terminates the right to further or future use of the purchased niche, without refund.

## **SUPERVISION**

The Columbarium Committee shall supervise the use, management and maintenance of the Columbarium and Memorial Garden. Membership shall consist of 6 members elected by the CCRM, each serving a staggered three-year term. The Executive Director of Casowasco and the Property Manager shall serve as ex-officio members without vote. The Chair of the Columbarium Committee shall be elected by members of the committee. The Columbarium Committee will function under the general supervision of the CCRM and will report to them annually or more often as deemed necessary by the CCRM.

The Columbarium Committee will have the authority to amend, change or modify these operating rules, which shall govern all activities and services relating to the Columbarium, subject to the approval of the CCRM.

## **DEFINITIONS**

**Cremation:** The process of reducing the body to ashes through the application of intense heat.

**Cremains:** The human ashes that remain after cremation, and are a shortened term for cremated remains.

**Columbarium:** A construction made for storage of the cremains of a deceased person. It is located at Casowasco and includes niches in an artificial boulder or structure.

**Niche:** The hollow opening in the Columbarium wall designed to hold human cremains, which is covered by a removable square of granite.

**Inurnment:** The process of opening a Columbarium niche, placing the urn holding the cremains inside, and then closing it.

**Urn:** The container purchased that holds the human cremains. The niches are designed to contain two standard-issue urns provided by Casowasco.



**LAKEVIEW COLUMBARIUM  
CASOWASCO  
CAMP AND RETREAT CENTER**

**SCHEDULE A**

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**COLUMBARIUM FEE SCHEDULE**

Included

Right to exclusive use of a niche for the cremains of one or two persons.....\$2,500  
Urn to place cremains in a niche  
Engraving of niche cover  
Memorial service to inurn cremated remains  
Maintenance of niche

Optional

Video recording and editing of inurnment service .....\$500  
*(DVD copies..... \$15 each)*  
  
Reception following inurnment service.....Prices vary depending on menu  
*(minimum of 10)*



**LAKEVIEW COLUMBARIUM  
CASOWASCO  
CAMP AND RETREAT CENTER**

**APPLICATION FOR PURCHASE OF NICHE**

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DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

FULL NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PHONE: ( \_\_\_\_ ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**I wish to purchase:**

\_\_\_\_\_ Niche(s)  
(quantity)

(If applicable): I wish to be inurned in a Niche with: \_\_\_\_\_, whose date of birth is \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

The undersigned applicant acknowledges receipt of a copy of the Policies and Regulations established by the Columbarium Committee of Casowasco Camp and Retreat Center, and agrees that acceptance of this application and issuance of a Certificate of Purchase shall be subject to those Policies and Regulations and any subsequent amendments hereto.

\_\_\_\_\_  
**Signature of Applicant**

*- For Office Use -*

Payment Received: \$ \_\_\_\_\_

Payment Method:  Check # \_\_\_\_\_  Credit Card  Other: \_\_\_\_\_

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Executive Director of Casowasco: \_\_\_\_\_ (date) \_\_\_\_\_

Chair of Columbarium Committee: \_\_\_\_\_ (date) \_\_\_\_\_

Niche Number(s) Assigned: \_\_\_\_\_ Certificate of Purchase Issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## NICHE ENGRAVINGS

The information engraved on the niche cover shall be uniform across all niches, and shall include Name, Date of Birth, Date of Death.

**I wish the following to be inscribed on the niche cover:**

First Name: \_\_\_\_\_

Middle Initial/Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: (mm/dd/yyyy) \_\_\_\_\_

Date of Death:(mm/dd/yyyy) \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial/Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: (mm/dd/yyyy) \_\_\_\_\_

Date of Death:(mm/dd/yyyy) \_\_\_\_\_

## NEXT OF KIN

The Niche Owner shall be the primary contact for the niche unless otherwise stated. Below, please list several others who are living relatives (parents/guardians, spouses, heirs, and/or children) of the Niche Owner, should Casowasco be unable to communicate with the Niche Owner.

1) Name: \_\_\_\_\_

Relationship to Niche Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Relationship to Niche Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

3) Name: \_\_\_\_\_  
Relationship to Niche Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

4) Name: \_\_\_\_\_  
Relationship to Niche Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

5) Name: \_\_\_\_\_  
Relationship to Niche Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_