

## Columbarium Rules and Regulations

The Private Columbarium of St. Matthew's Church and its niches, their use and maintenance, are at all times subject to the sole management and control of the Vestry of St. Matthew's Church. The Vestry shall from time to time determine all matters pertaining to the operation of the Columbarium, including, but not limited to, (1) the eligibility for internment of ashes of persons other than the Licensee or members of the Licensee's immediate family; (2) the number, size, shape and design of urns and closures used in any niche; (3) the removal of ashes; (4) the assignment or transfer of ashes; (5) access to the Columbarium or niches; (6) engraving of the niche covers will be done according to the guidelines made by the church. The church will be responsible for the actual engraving process and the costs.

It is understood that so long as the present church building is owned and operated by Rector, Wardens and Vestrymen of St. Matthew's Church, Kenosha, the Columbarium shall be suitably maintained and shall not be used for any other purpose.

It is agreed that by this payment, the Licensee acquires no property right of any kind in or to the niche or niches referred to in the annexed receipt.

(1) Specifically Licensee acquires no right to decorate or add ornament to the niche or niches beyond that which is formally permitted in writing by Licensor. (2) No object separate from urns and their contents may be placed within a niche. (3) In the event that a purchased space in the Columbarium is not used, it is understood that the purchaser will return the reserved space and the rights thereto to St. Matthew's Episcopal Church for the original purchase price.

In the event of the sale, exchange, transfer, lease or assignment of the present Church property, the Vestry may, at its discretion, cause the urns to be removed from any niche and may place such urns in any other location which it, in its sole discretion, may deem a fit and proper repository for such ashes. The Vestry may give such notice as it deems advisable in case of any such removal.

An urn is necessary for the interment of the remains. When an urn is purchased, remember the opening on the front of each niche is 6 1/8" X 7 1/2". The depth of the niche is 11". If desired a wooden container, of the proper size, can be purchased through the church.