

Pine Tree Cemetery

Columbarium Rules and Regulations

It is the wish of the Pine Tree Cemetery Board, the Corunna Pine Tree Cemetery, and the City of Corunna 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 the 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 Corunna. Anyone is welcome to use the columbarium as a final resting place.

General Information

Pine Tree Cemetery is responsible for the maintenance and reservation of columbarium niches. Pine Tree Cemetery will establish and maintain all records regarding the columbarium. These records will include name and current address of those who have reserved a niche, niche locations, availability, copies of Certificates of Reservations, Certificates of Cremations, Certificates of Burial, and 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 Pine Tree Cemetery employees. Anyone, other than a Pine Tree Cemetery employee, who attempts to open a niche, will be prosecuted under local or state laws. Any acts of vandalism will also be prosecuted under local or state laws.

Pine Tree Cemetery will be responsible for repairs to the columbarium. The City of Corunna, the Pine Tree Cemetery, and the Pine Tree Cemetery Board will take all reasonable care to insure the safety of interred cremains. However, none of the above agencies will be held responsible for the loss or destruction of interred cremains due to vandalism, acts of nature, leaving the cremains in a temporary urn, or any unforeseen circumstances.

Niches

Single niches- A single niche is 11" x 11" x 11". Pine Tree Cemetery will allow one cremains urn per single niche as long as the total dimensions of the urn does not exceed 10" x 10" x 10".

Double niches- A double niche is 11" x 11" x 22". Pine Tree Cemetery will allow up to two cremains urns per double niche as long as the total dimensions of both urns does not exceed 10" x 10" x 20". It is recommended to purchase both urns at the same time to ensure a proper fit. If the niche is to be used by one, double cremains urn, the urn cannot exceed 10" x 10" x 20".

For either size niche, leaving the cremains in the urn sent by the crematorium is allowed as long as it meets the above size requirements. A standard crematorium urn is 6 ½" x 4 ½" x 8". However, be aware that these containers are considered temporary containers. Pine Tree Cemetery will not be held responsible for damage to or loss of any cremains that are left in temporary containers.

Niche Reservations

Upon payment in full, a notarized Certificate of Reservation 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 payment and should be kept in a safe place that is known to family members or friends. The Lessee(s) will also receive a copy of the Columbarium Rules and Regulations and a diagram indicating the location of the reserved niche.

The holder of a Certificate 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 Certificate attests only to the right to inter the cremains of the person(s) named on the Certificate in the specific niche, also stated in the Certificate, pursuant to Columbarium Rules & Regulations, as amended from time to time. In the event of a discrepancy between the Certificate and the administrative records, maintained by Pine Tree Cemetery, the latter shall take preference.

Reservations for a niche can only be made through Pine Tree Cemetery. A niche must be paid in full before an interment. There will be no exceptions to this rule. Pine Tree Cemetery 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 Pine Tree Cemetery office. A new Certificate of Reservation in the name of the new Lessee(s) must be written before any niche transfer is considered legal.

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 Pine Tree Cemetery office directly. A copy of the Certificate of Cremation must accompany the cremains. If arrangements are handled through a funeral home, a Certificate of Burial must be filled out by the funeral director and accompany the cremains. 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

The cost of engraving is the responsibility of the Lessee or the family. To maintain the columbarium in a uniform manner, only one font pattern is allowed for engraving on all niche covers. Great Lakes Monument, Perry, MI, has agreed to do the engraving for the covers and is the only company allowed to engrave niche covers.

Engraving of the niche cover is allowed before the interment of cremains. If the cover must be removed to be engraved, a replacement cover will be installed by Pine Tree Cemetery, at no cost, and removed when the engraved cover is returned.

Great Lakes Monument offers artwork engraving on niche covers at an additional cost. This is arranged through Great Lakes Monument by the Lessee or family. Engraving of artwork is allowed only on single niche covers. Artwork engraving is not allowed on double niche covers.

Small repairs to the niche cover, such as nicks and scratches, will be repaired by Pine Tree Cemetery, if possible. If a niche cover, which covers two niches, is damaged to the point of needing replacement, the cemetery will replace the cover only. The cost of re-engraving the cover will be the responsibility of the two niche owners or the families.

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. For the Memorial Day weekend, a wreath will be placed at the columbarium, by the City of Corunna, to commemorate all of the interred. This wreath will be removed after two week's time by Pine Tree Cemetery employees.

One flower arrangement, potted plant, or wreath will be allowed next to the columbarium, near the niche, on the day of interment. That will be removed five days later, or as soon as the schedule permits, by Pine Tree Cemetery employees, unless removed by the family before that time. No planting of flowers, bushes, trees, etc. are allowed around the columbarium.

Removal of the Interred Cremains

In the event that the Columbarium requires repairs in order to maintain its integrity, the Lessee 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 Pine Tree Cemetery.

If cremains must be removed from the columbarium, by the family or an authorized person, a written request must be made to the sexton of Pine Tree Cemetery. This request must explain the reason for removal, who is making the request, their relationship to the deceased, the day and time requested for removal, and who will take possession of the cremains at the time of removal. An opening and closing fee will be assessed at the time of the opening at the current rate.

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, but the Pine Tree Cemetery must be informed of the sale so a new Certificate of Reservation can be given to the new Lessee.

If the vacated niche's cover has already been engraved, the cost of replacement is not the responsibility of the Pine Tree Cemetery, the Cemetery Board, or the City of Corunna.

Note: One niche face panel covers two niches. If the cover of the resold niche has engraving on the second face, and the new owner wants the niche face of his/her niche to be replaced with new engraving, both faces must be re-engraved. The cost of engraving both niche faces will be the responsibility of the Lessee.