

HOLY TRINITY COLUMBARIUM

Holy Rood Cemetery

Policies and Procedures

Purpose of the Columbarium. The Holy Trinity Columbarium provides a final resting place for the entombment of cremated remains of parishioners of Holy Trinity Catholic Church and other persons. The Columbarium is located in Holy Rood Cemetery, at 2126 Wisconsin Ave., N.W., Washington D.C. 20007, pursuant to an easement Georgetown University, the owner of the cemetery, granted to Holy Trinity in 2018.

Management of the Columbarium. The Pastor of Holy Trinity and his designees (the Parish) are responsible for managing the Columbarium. Catholic Cemeteries of the Archdiocese of Washington, Inc. will assist the Parish in fulfilling these responsibilities, including maintenance of all Columbarium records.

Columbarium Structures. The Columbarium consists of two structures: the Wall and the Crypt. The Wall has seven sections (A-G), with each section containing 78 niches arranged in six rows. The Crypt has one section (CR), containing 99 niches arranged in nine rows. Niches are numbered as shown in the Columbarium Diagram included in these Policies and Procedures.

The Niche. Each niche has the capacity to hold two urns. The urns are provided with the niche, however any urn that fits the niche space may be used. Each urn shall contain the cremated remains of only one human.

Purchasing a Niche Entombment Right. A Niche Entombment Right may be purchased by completing the purchase process described in the Columbarium website: <https://holytrinitycolumbarium.org>, or by calling the Parish at 202-337-2840. Upon full payment of the Niche Entombment Right fee, a Right of Entombment Certificate will be issued to the purchaser. The fee for purchasing a Niche Entombment Right includes: (1) the right of entombment in a specific niche; (2) two urns; (3) inscriptions on the niche faceplate; and (3) perpetual care of the Columbarium and of Holy Rood Cemetery. The fee does not include the cost of cremation or the cost of an entombment service. The Parish may change the Niche Entombment Right fee from time to time. If the fee is changed, those with any pre-existing Niche Entombment Rights will not be charged an additional fee, and they will not receive a refund for any amount previously paid.

Designating the Persons to be Entombed. At the time of entombment, the holder of a Niche Entombment Right shall designate the person(s) to be entombed in the niche by submitting an Authorization of Entombment form to the Parish. No cremated remains may be entombed in a niche except those of the person(s) the holder designates for that niche.

Title and Rights. The holder of a Niche Entombment Right possesses the right to place the cremated remains designated by the holder in a specific niche, in accordance with these Policies and Procedures, as amended from time to time. The holder is not conferred any property rights in the Columbarium, in any of its niches, or in any of the Parish's property. Legal title to the Columbarium and to all niches is held by the Parish at all times. In the event of a discrepancy between a Right of Entombment Certificate and Parish records, the Parish records shall take precedence.

Niche Faceplate Inscriptions. The inscriptions on each niche faceplate shall be limited to: (1) the names; and (2) the dates of birth and death of the deceased. The holder of the Niche Entombment Right shall provide this information to the Parish in an Inscription Order form. The Parish shall prescribe a standard format for the size and style of each inscription. The Parish shall only be responsible for correcting inscription errors if the engraved inscription deviates from the information provided in the Inscription Order form.

Niche Entombment Right Holder's Contact Information. Each holder of a Niche Entombment Right must notify the Parish of changes to his or her mailing address, email address, and telephone number. Communications sent by the Parish to the holder of a Niche Entombment Right at the last addresses that he or she provided to the Parish shall be deemed received by the owner seven (7) days after the communication is sent.

Entombment Services. The Pastor of the Parish, or another person authorized by the Pastor, has the right to approve all entombment services held at the Columbarium.

Flowers, Flags, Signs, and other Decorations. No flowers, real or artificial, are allowed in the Columbarium area, except at the time of an entombment. Flags, signs, and other decorations may not be placed in or near the Columbarium. The Parish will remove and dispose of prohibited items without notice and without liability to the Parish.

Personal Conduct in the Columbarium Area. All persons in the Columbarium area shall conduct themselves in accordance with customary good decorum. The Pastor is empowered to enforce these policies and procedures and to exclude any person(s) violating these policies and procedures from the Columbarium area.

Transferring a Niche Entombment Right. A Niche Entombment Right may not be sold or otherwise transferred. A Niche Entombment Right can only be relinquished to the Parish, as described below.

Relinquishing a Niche Entombment Right. The holder of a Niche Entombment Right may relinquish the Niche Entombment Right to the Parish by submitting a Relinquishment of Entombment Right form to the Parish. Upon receipt of this form, the Parish will terminate the Niche Entombment Right and will provide a refund to the holder in the amount of eighty percent (80%) of the Niche Entombment Right fee that was paid.

Removal or Relocation of Cremated Remains by the Parish. The Parish may temporarily remove cremated remains while making repairs or improvements to the Columbarium. The holder of a Niche Entombment Right agrees to permit the temporary removal of any cremated remains until such repairs are completed.

Security of Cremated Remains. The Parish shall not willfully take any action, or willfully fail to take any action, that would result in the loss, destruction, or desecration of any cremated remains placed in Columbarium niches. The holder of a Niche Entombment Right, his or her heirs, family, survivors and successors assume the risk of the loss, destruction or desecration of cremated remains from any or all other causes.

Termination of the Columbarium. The Niche Entombment Right continues perpetually as long as the greater part of Holy Rood Cemetery is used as a cemetery. In the unlikely event that, through no fault of the Parish or Georgetown University, the greater part of Holy Rood is no longer used as a cemetery, the Parish shall remove all cremated remains that have been entombed in the Columbarium, in accordance with applicable District of Columbia statutes and regulations. The Parish shall relocate the cremated remains to a new Parish columbarium, at no cost to the holder of the Niche Entombment Right. The Parish shall also transfer any unused Niche Entombment Rights to the new Parish columbarium, at no cost to the Niche Entombment Right holder. Should this occur, the Parish will notify the holder, at the address provided to the Parish, advising the holder of these actions.

Questions. If you have any questions about these Policies and Procedures, please contact the Parish at htcolumbarium@trinity.org, or at 202-337-2870.

January 2019

Holy Trinity Columbarium

Wall Niche Diagram

Seven Sections - A to G

A	B	C	D	E	F	G
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Niches per Section - (Face Plates 12"x12")

100	101	102	103	104	105	106	107	108	109	110	111	112
200	201	202	203	204	205	206	207	208	209	210	211	212
300	301	302	303	304	305	306	307	308	309	310	311	312
400	401	402	403	404	405	406	407	408	409	410	411	412
500	501	502	503	504	505	506	507	508	509	510	511	512
600	601	602	603	604	605	606	607	608	609	610	611	612

Holy Trinity Columbarium

Crypt Niche Diagram

One Section - CR - (Face Plates 8"x8")

100	101	102	103	104	105	106	107	108	109	110
200	201	202	203	204	205	206	207	208	209	210
300	301	302	303	304	305	306	307	308	309	310
400	401	402	403	404	405	406	407	408	409	410
500	501	502	503	504	505	506	507	508	509	510
600	601	602	603	604	605	606	607	608	609	610
700	701	702	703	704	705	706	707	708	709	710
800	801	802	803	804	805	806	807	808	809	810
900	901	902	903	904	905	906	907	908	909	910