

Highland Cemetery Columbarium Rules & Policies

General Information: These rules and policies of the Town of Dover, for its cemetery are adopted and apply to the columbarium for the common protection of the purchasers of all niches and the preservation of the memorialization of the columbarium. All purchasers of niches and visitors shall be subject thereto and to such other rules and regulations, amendments or alterations as have been or shall be adopted by the Town of Dover from time to time. The Town is responsible for the reservation and maintenance of columbarium niches. The Town will establish records regarding the columbarium. These records will include names of those who have reserved a niche, copies of columbarium right agreements, copies of certificates of cremation and the columbarium rules and regulations.

Niche openings can only be performed by Town employees. Anyone, other than a town employee, who attempts to open a niche, will be prosecuted under state and local laws. Any acts of vandalism will also be prosecuted under state and local laws.

The Town will be responsible for repairs to the columbarium. The Town will take all reasonable care to ensure the safety of interred remains. However, the Town will not be held responsible for the loss or destruction of interred remains due to vandalism, acts of nature or any unforeseen circumstances.

Niches: A single niche is 12"x12"x12". The Town will allow two (2) cremains urns per niche as long as the total dimensions of the urn does not exceed 10"x10"x10". The urn must be of a material suitable for interment (no cardboard). The Town shall have full authority to refuse to accept for interment any receptacle deemed unsuitable. The engraving on niche covers shall be performed solely by one company and a uniform design, style and size of engraving shall be used on all niche covers. Niches containing the remains of two (2) persons will be inscribed with such information for both persons. If one, or both, of the interred is a United States Military Veteran the branch of the service that they were in may be added to the niche cover. No other inscriptions will be permitted. The monument companies' information will be provided by the cemetery supervisor, upon request. Kindly call the office at 508-906-3328, Monday through Thursday between 6:30 a.m. and 3:30 p.m., and Friday's between 6:30 a.m. and 12:30 p.m.

Niche Reservations: Upon payment in full, a columbarium right agreement 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 receive a copy of the columbarium rules and policies.

The holder of the agreement acquires no property rights in the columbarium or any of its niches. Legal title to the columbarium and niches remains with the Town at all times. The agreement attests only to the right to inter cremains of the person(s) named on the agreement in

the specific niche, also stated on the agreement, pursuant to the columbarium rules and polices, as amended from time to time. In the event of a discrepancy between the agreement and the administrative records, the latter shall take preference.

Columbarium right agreements for a niche can only be made through township. A niche must be paid in full before interment. There will be no exceptions to this rule. The Town will buy back a niche from the owner for the original price paid upon written request of said owner or his/her legal heirs or representatives.

A niche reservation cannot be transferred or sold without first notifying the Town. A new columbarium right agreement 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 Town directly.

A copy of the certificate of cremation must accompany the cremains. Any orders from the funeral home are considered orders from a family.

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 a niche cover: To maintain the columbarium in a uniform manner, the town will arrange for the engraving of the niche plaque. Only the first and last name, date of birth, and death will be allowed. We kindly ask that a sketch be provided.

Only the font arial will be allowed on all niche plaques. An engraving fee will be assessed at the time of the engraving at the current rate. Niche plaques are required to be engraved. Engraving of the niche plaques are allowed before interment of the cremains. Example of format show below:

FAMILY
NAME
19XX-20XX
NAME
19XX-20XX
TOGETHER FOREVER

SPACE 1.5"
FAMILY FAME 1.25"
SPACE .75"
NAME 1.0"
SPACE .625"
DATE .75"
SPACE .75"
NAME 1.0"
SPACE .625"
DATE .75"
SPACE .75"
EXTRA LINE .75"
SPACE 1.5"

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.

Removal of the Interred Cremains: In the event that the columbarium requires repairs in order to maintain its integrity, the lessee(s) 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 Town.

If cremains must be removed from the columbarium by the family or an authorize person, a written request must be made to the Town. This request must explain the reason for the removal, who is making the request, their relationship to the deceased, the day and time requested for the removal, an who will take possession of the cremains. Additional information or documentation may be required.

An opening and closing fee will be assessed at the time of the opening at the current rate. The Town will exercise reasonable care in making a removal, but it assumes no liability for damage to any urn in the process of making a removal.

If a niche's cover has already been engraved, the cost of the replacement cover is not the responsibility of the Town. Replacement covers can be obtained from the Town at the current rate.

Policy formally adopted on September 23, 2025


Mariah Riess, Chair

Carol Jackman, Secretary


Fred Sears

Fred Sears, Member