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## Opening of a Niche

- < At time of death, family member, executor, funeral home, or representative should call Alvernia Institutional Advancement Office to schedule date and time for opening of niche.
- < IA Staff to contact Director of Facilities to schedule opening of the niche.
- < Once the service is finished, contact Director of Facilities to close the niche. Alvernia representative needs to stay at Columbarium site until the niche is closed.
- < Send invoice to family for opening of niche \$500

## Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

## Policy Review

The Office of Institutional Advancement will review the Columbarium Niche policy, which should be reviewed on an annual basis and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

## References and Related Policies

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this policy.

### References

N/A

### Related Policies

N/A

## Exhibits

This section contains any forms or exhibits referenced by this policy.

- < [Policy and Procedure Exception Form](#)
- < [Columbarium Agreement](#)
- < [Columbarium Inurnment Process](#)