



Queen of Heaven Columbarium

at Saint Mary's Catholic Cemetery

1000 South Royal Street, Alexandria, Virginia 22314

POLICIES AND PROCEDURES

Purpose of the Columbarium and Purchaser Eligibility. The Queen of Heaven Columbarium provides a sacred final resting place for the inurnment of cremated remains of

- current and former parishioners of The Basilica of Saint Mary,
 - persons with ancestors buried at Saint Mary's Cemetery,
 - The Basilica School of Saint Mary alumni, faculty and staff,
 - Basilica of Saint Mary staff and former staff,
 - active or retired Catholic Diocese of Arlington ordained priests, and
 - Catholics residing in the residential boundaries of the Diocese of Arlington and formally registered with a diocesan parish.
- The above includes non-Catholic spouses and immediate family members. The term "immediate family or families" as used in this document means the spouse, parents, children, step-children, grandchildren, step-parents, and step-grandchildren and their respective spouses, and brothers and sisters of the member. The Cemetery Committee, led by the Pastor, shall resolve any dispute regarding eligibility for inurnment.

Above purchasers may purchase up to four (4) niches. No guarantee is made for the proximity of these niches to one another unless purchased at the same time and based on availability.

The Queen of Heaven Columbarium is located in Saint Mary's Catholic Cemetery at 1000 South Royal Street, Alexandria, VA 22314.

Management of the Columbarium. The Pastor of the Basilica of Saint Mary and the Cemetery Foundation are responsible for managing and maintaining the Columbarium.

Columbarium Structures. The Columbarium consists of one structure with 12 panels of niches containing a total of 539 niches. The Columbarium structure and its associated memorial plaza are situated abutting the cemetery's South Royal Street entrance.

Niche. Each niche opening is 12" by 12" square, which can accommodate two urns. It is the responsibility of the niche licensee to purchase the urns, which must meet the dimension

restrictions (see page 8 for niche dimensions to determine urn size for purchase). Each urn shall contain the cremated remains of only one person.

Process for Purchasing a Niche Inurnment Right. The process for purchasing a Niche Inurnment Right begins by either downloading, printing, and filling out the Columbarium Niche Interest Form found on the parish website (stmaryoldtown.org/cemetery) or by requesting the form at the parish office and filling the form out at that time. A staff member will contact the prospective purchaser during normal business hours to answer questions and/or make a niche purchase appointment. Upon full payment of the niche Inurnment Right fee, a Right of Inurnment Certificate will be issued to the purchaser. The fee for purchasing a Niche Inurnment Right includes: the right of inurnment in a specific niche and perpetual care and maintenance of the Columbarium and of Saint Mary's Catholic Cemetery. **The fee does not include the Niche Inurnment Right application fee (\$50); credit card processing fees, or Opening and Closing costs.**

Opening and Closing Costs and Inurnment Services of \$1,200 per person inurned includes Bronze Niche Nameplate and Inscriptions. To maintain a uniform esthetic for each niche, a standard bronze niche nameplate and inscription will be ordered by the parish. The inscriptions on each niche nameplate shall be limited to: (1) the names and (2) the dates of birth and death of the deceased. The holder of the Niche Inurnment Right shall provide this information to the parish on the Niche Application Form. The parish shall prescribe a standard format for the size, style, and typeface of each inscription. The parish shall only be responsible for correcting inscription errors if the engraved inscription deviates from the information provided in the Niche Application Form. **The cost of cremation, and the cost of the urn(s) are paid by the purchaser.**

The parish may change the Niche Inurnment Right fee from time to time. If the fee is changed, those with any pre-existing Niche Inurnment 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 Inurned. At the time of inurnment, the holder of a Niche Inurnment Right shall designate the person(s) to be inurned in the niche by submitting an Authorization of Inurnment Form to the parish. No cremated remains may be inurned in a niche except those of the person(s) the holder designates for that niche.

Title and Rights. The holder of a Niche Inurnment 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 Inurnment Certificate and parish records, the parish records shall take precedence.

Niche Inurnment Right Holder's Contact Information. Each holder of a Niche Inurnment 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 Inurnment 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.

Inurnment Services. The Pastor of the parish, or another person authorized by the Pastor, has the right to approve all inurnment 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 inurnment. 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 Inurnment Right. A Niche Inurnment Right may not be sold or otherwise transferred. A Niche Inurnment Right can only be relinquished to the parish, as described below.

Relinquishing a Niche Inurnment Right. The holder of a Niche Inurnment Right may relinquish the Niche Inurnment Right to the parish by submitting a Relinquishment of Inurnment Right Form to the parish. Upon receipt of this form, the parish will terminate the Niche Inurnment Right and will provide a refund to the holder in the amount of seventy-five percent (75%) of the Niche Inurnment Right fee that was paid. As a point of information, the remaining non-refundable 25% represents the original cost of perpetual care. A niche opening fee shall be applied if applicable.

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 Inurnment 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 Inurnment 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 Inurnment Right continues perpetually as long as the greater part of Saint Mary's Catholic Cemetery is used as a cemetery. In the unlikely event that, through no fault of the parish, the greater part of Saint Mary's Catholic Cemetery is no longer used as a cemetery, the parish shall remove all cremated remains that have been inurned in the Columbarium, in accordance with applicable the Commonwealth of Virginia's statutes and regulations. The parish shall relocate the cremated remains to a new parish columbarium, at no cost to the holder of the Niche Inurnment Right. The parish shall also transfer

any unused Niche Inurnment Rights to the new parish columbarium, at no cost to the Niche Inurnment Right holder. Should this occur, the parish will notify the holder, at the address provided to the parish, advising the holder of these actions.

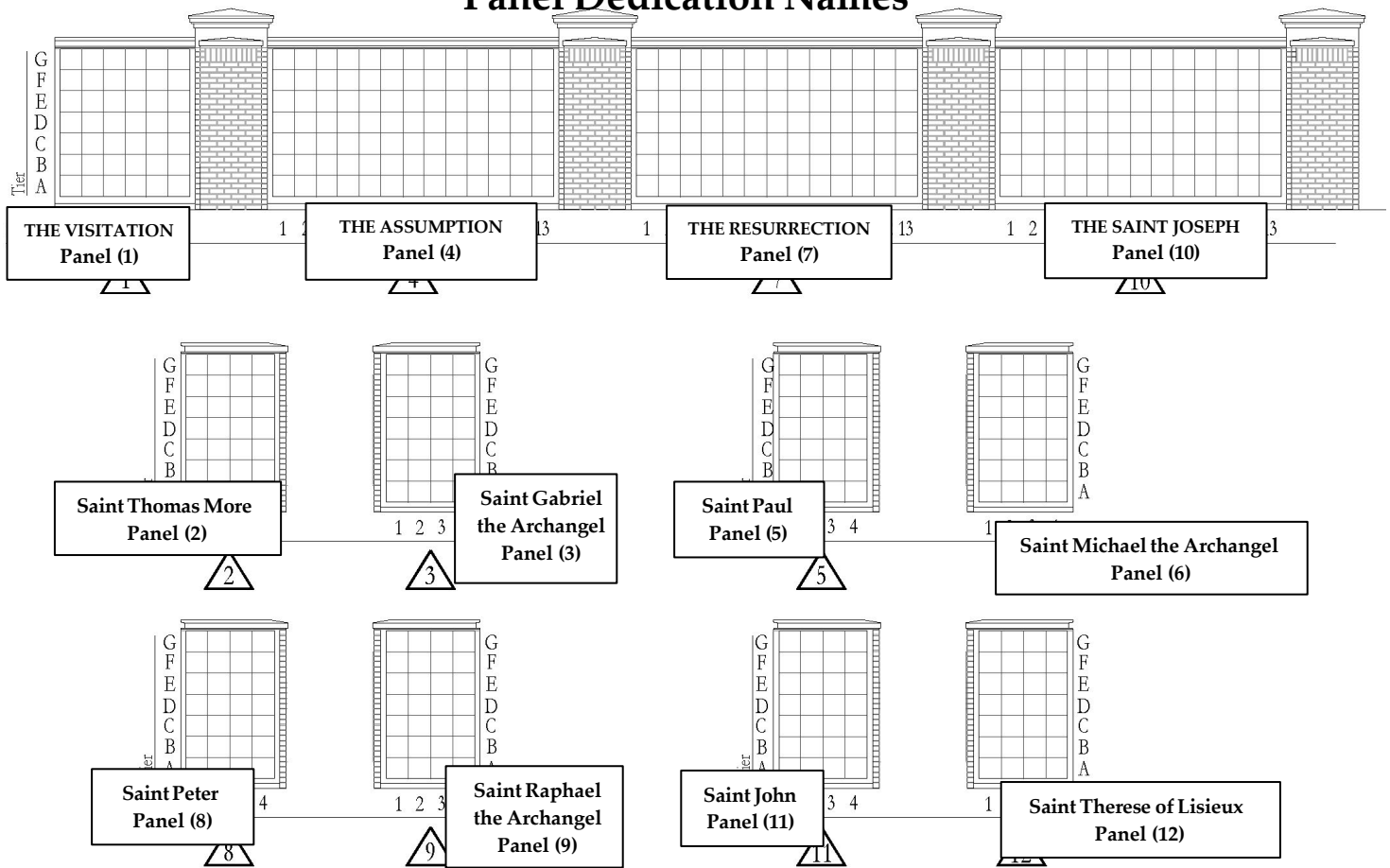
Questions. If you have any questions about these policies and procedures, please contact the parish at columbarium@stmaryoldtown.org or at 703-836-4100.

Updated June 17, 2026



THE QUEEN OF HEAVEN COLUMBARIUM

Panel Dedication Names



Selecting a Niche: When filling out the Niche Application, you will want to identify the panel/tier/column niche you may like to purchase. For instance, if you want to purchase a niche in the Visitation Panel 1 -Tier E - Column 4, you will notate NICHE 1-E4. See the following page for an example.

Pricing of the Niche (no other costs included): The price of a niche on any of the 12 panels is based on the Tier Level and is as follow:

TIER

G	\$7500
F	\$8000
E	\$9800
D	\$9800
C	\$9800
B	\$8000
A	\$7500

Niche purchase payment options:

1. Payment in full at time of purchase, or
2. ½ cost of niche down payment (check, credit card, or auto-debit) and three additional auto payments over six months from time of purchase.

Additional costs associated with the purchase of a niche:

- Niche Application fee
- Credit card processing fees
- Urn (up to two per niche): purchaser’s responsibility
- Standard bronze nameplate and inscription
- Niche opening at time of inurnment
- Inurnment services



The Visitation Panel

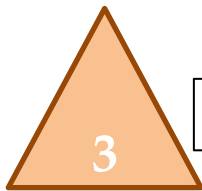
Example reference
from page 5:
Panel Number - Tier Letter
- Column Number

	1-G1	1-G2	1-G3	1-G4	1-G5	1-G6
	1-F1	1-F2	1-F3	1-F4	1-F5	1-F6
	1-E1	1-E2	1-E3	1-E4	1-E5	1-E6
	1-D1	1-D2	1-D3	1-D4	1-D5	1-D6
	1-C1	1-C2	1-C3	1-C4	1-C5	1-C6
B - \$8000	1-B1	1-B2	1-B3	1-B4	1-B5	1-B6
A - \$7500	1-A1	1-A2	1-A3	1-A4	1-A5	1-A6



The Saint Thomas More Panel

G - \$7500	2-G1	2-G2	2-G3	2-G4
F - \$8000	2-F1	2-F2	2-F3	2-F4
E - \$9800	2-E1	2-E2	2-E3	2-E4
D - \$9800	2-D1	2-D2	2-D3	2-D4
C - \$9800	2-C1	2-C2	2-C3	2-C4
B - \$8000	2-B1	2-B2	2-B3	2-B4
A - \$7500	2-A1	2-A2	2-A3	2-A4



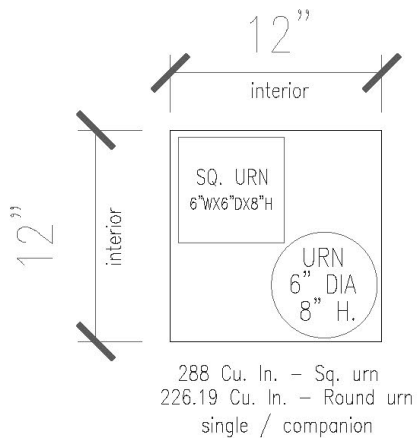
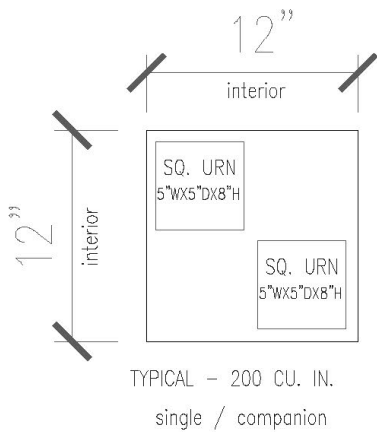
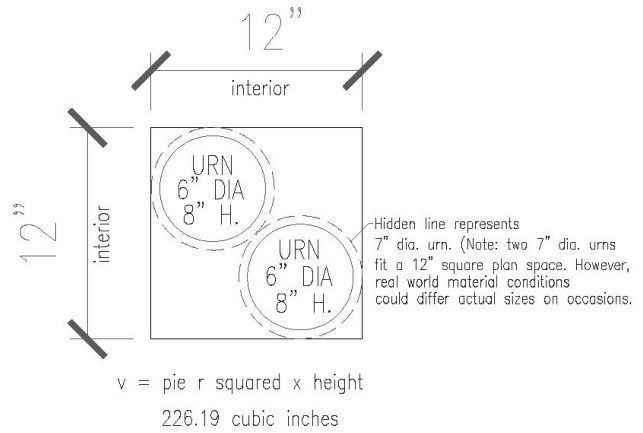
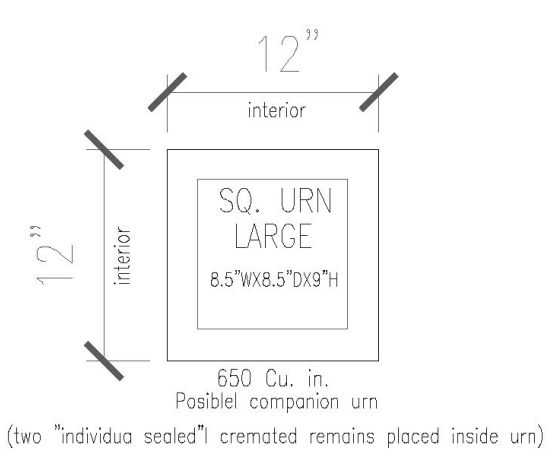
Saint Gabriel the Archangel Panel

G - \$7500	3-G1	3-G2	3-G3	3-G4
F - \$8000	3-F1	3-F2	3-F3	3-F4
E - \$9800	3-E1	3-E2	3-E3	3-E4
D - \$9800	3-D1	3-D2	3-D3	3-D4
C - \$9800	3-C1	3-C2	3-C3	3-C4
B - \$8000	3-B1	3-B2	3-B3	3-B4
A - \$7500	3-A1	3-A2	3-A3	3-A4

HELPFUL CHECK LIST FOR NICHE PURCHASER

- Read the Queen of Heaven Columbarium Policies and Procedures.
- Go online and visit stmaryoldtown.org/cemetery for more information and to download and fill out a Niche Interest Form. Or, visit the Parish Office to fill one out in person.
- Our parish staff will contact you by phone (Monday through Friday during normal business hours) and answer any questions you may have. At this time, you can discuss niche availability.
- Our staff will then make an in-person appointment with you to complete your Niche Application, review the niche purchase process with you, and collect payment.

NICHE DIMENSION WITH VARIOUS SIZE URN(S)



NICHE SPACE PLAN VIEW

ALL INTERIOR NICHEs ARE 12" WIDE X 12" DEEP X 12" HIGH

The typical rule of thumb is that one pound of body weight equals one cubic inch of cremated remains

200 cubic inches is the standard adult urn size