

**CITY OF WICKLIFFE**  
Wickliffe Cemetery 28730 Ridge Road  
Wickliffe, Ohio 44092-2598  
440.943.7100

## **NICHE PURCHASE & INURNMENT PROCEDURE**

If you wish to purchase a niche or request an inurnment, please refer to the following instructions.

### **Purchase of a Niche:**

- Call the Wickliffe City Hall at 440.943.7100 during regular business hours to schedule an appointment with the Sexton. He will meet you at the cemetery to show you the niches and assist with your selection.
- Complete the *Niche Purchase Requisition Form* at the Wickliffe City Hall Receptionist office and submit appropriate payment. Checks are to be made out to *City of Wickliffe*.
- The purchase form will be filed with the Director of Finance and a *Certificate of Title* will be mailed to the purchaser.

### **Inurnments:**

- Please provide us with a copy of the Cremation Certificate.
- You must call Wickliffe City Hall at least 48 hours before you wish to schedule an inurnment.
- Inurnments are scheduled weekdays before 3pm.
- There is an additional charge for weekdays after 3pm and all day on Saturdays.
- If you must schedule an inurnment on a Saturday, you must call no later than 4 P.M. on the preceding Wednesday.
- There are no Sunday or Holiday inurnments.

### **GLOSSARY OF TERMS:**

**COLUMBARIUM:** The wall containing niches, which are used for inurnments.

**INURNMENT:** To place an urn (ashes) in a niche.

**DISINURNMENT:** To remove an urn (ashes) from a niche.

**NICHE:** An alternative to in-ground burial plot where a recess in a wall is used to place an urn holding remains.