



**POLICY NAME:** Niche Cover Plate Engraving Policy  
**POLICY NUMBER:** 5025

**5025.01**

The purpose of this policy is to provide a dignified and respectful means for recognizing the memories of a decedent in a peaceful, tranquil and aesthetically pleasing environment open to members of the general public who possess varying degrees of social sensitivities, cultural customs and religious beliefs, in a manner that protects public safety through the imposition of certain requirements and specifications for the engraving of niche cover plates which are owned by the District and a physical part of the District's columbaria.

**5025.02**

Each niche containing human remains shall have at least the name of the decedent engraved on the niche cover plate within 90 calendar days of the date in interment. Failure to have the niche cover plate engraved with at least the name of the decedent may result in the District engraving the decedent's name (only) on the incomplete niche cover plate, the cost of which shall be borne by the owner of the subject interment rights.

**5025.03**

Niche cover plates shall always remain the property of the District, and shall not be sold to any member of the public. The interment rights sold with a niche provides the owner of the respective interment rights the right to control the information that will be engraved on a niche cover plate, consistent with the terms and conditions of this policy.

**5025.04**

The District does not provide niche cover plate engraving services. The District may, however, provide a list of engraver businesses which have engraved some of the niche cover plates located in the District's cemeteries, and to the best of the District's knowledge possess valid business licenses and sellers permits issued by the California State Board of Equalization. The District, however, does not endorse or guarantee the services or workmanship of any of the engraver businesses included on the District's list, and reserves the right to refuse the acceptance of an engraved niche cover plate upon evidence that the engraver business does not possess all requisite business, seller and/or vocational permits and/or licenses, has received complaints from customers on file with the District or has violated any provision of this policy.

**5025.05**

The District provides, for engraving purposes, only one niche cover plate per niche, which may include only one flower vase affixed on the right side of the niche plate

## 5025.06

All engraved niche cover plates will be installed only by the District. The District reserves the right to refuse to install any engraved niche cover plate that does not meet the requirements and specifications set forth in this policy. All unauthorized installations will be subject to immediate removal and disposal by the District without notice. The District reserves the right to replace any unauthorized installations with one that includes only the name of the decedent. Any costs incurred by the District for removal, disposal or replacement of any unauthorized installations will be charged to the record interment rights owner and shall be due and payable to the District within 30 days of the date an invoice is dispatched to the record owner by certified mail, sent by electronic mail or personally delivered.

## 5025.07

All engraved niche cover plates will be installed in a manner that is consistent with the official plans and designs of the particular niche structure (columbarium).

## 5025.08

In no case shall the size, shape or thickness of a niche cover plate be altered from its original state for engraving purposes. All engraved niche cover plates must remain flat with smooth edges. They shall also remain square (12"x12").

## 5025.09

No covers shall be placed over a niche cover plate. All covers will be immediately removed and disposed of by the District as it deems appropriate without notice to the record owner on the respective niche's interment rights. Any costs incurred by the District for the removal and disposal of covers will be charged to the record owner.

## 5025.10

Niche cover plates may only include the following information using the font style and sizes described below and shall be configured on the niche cover plates as follows:

### **For Single Set of Cremains**

#### **SURNAME**

*[Roman 1.35 Inches]*

#### **FULL NAME**

*[Calligraphy 1.7 Inches]*

#### **DATE OF BIRTH – DATE OF DEATH**

*[Calligraphy .96 Inches]*

#### **SINGLE EPITAPH OR TERM OF ENDEARMENT**

**Not exceeding 28 characters, including spaces, and excluding punctuation**

*[Calligraphy 1.05 Inches]*

## **For Double Set of Cremains**

### **OPTION 1**

(Decedents with same surname)

#### **SURNAME**

*[Roman 1.35 Inches]*

<b>FULL NAME</b> <i>[Calligraphy 1.4 Inches]</i>	<b>FULL NAME</b> <i>[Calligraphy 1.4 Inches]</i>
<b>DATE OF BIRTH – DATE OF DEATH</b> <i>[Calligraphy .96 Inches]</i>	<b>DATE OF BIRTH – DATE OF DEATH</b> <i>[Calligraphy .96 Inches]</i>

#### **SINGLE EPITAPH OR TERM OF ENDEARMENT**

**Not exceeding 28 characters, including spaces, and excluding punctuation**

*[Calligraphy 1.05 Inches]*

### **OPTION 2**

(Decedents with different surnames)

<b>FULL NAME</b> <i>[Calligraphy 1.5 Inches]</i>	<b>FULL NAME</b> <i>[Calligraphy 1.5 Inches]</i>
<b>DATE OF BIRTH – DATE OF DEATH</b> <i>[Calligraphy .9 Inches]</i>	<b>DATE OF BIRTH – DATE OF DEATH</b> <i>[Calligraphy .9 Inches]</i>

#### **SINGLE EPITAPH OR TERM OF ENDEARMENT**

**Not exceeding 28 characters, excluding punctuation**

*[Calligraphy .95 Inches]*

### **IMPORTANT NOTE**

Since the District maintains ownership of all engraved niche cover plates and since the Public Cemetery District Law obligates the District to provide for the respectful interment of human remains to meet the cultural, economic, religious, and social needs of California's diverse communities, the District finds that there is a compelling interest in operating and maintaining the District's cemeteries in a manner that is welcoming and comforting to all visitors who come to pay their respects to their dearly departed loved ones. As such, the District reserves the right to reject any epitaph or term of endearment that includes any words, phrases, symbols, etc. which have been deemed patently offensive, disruptive, fighting words, indecent or obscene by a published legal opinion of any court of competent jurisdiction.

The District reserves the right to refuse the installation of any memorial mark or niche plate that are not consistent with the above specifications.

## **5025.11**

The District is not responsible for repairing, removing or replacing any engraved niche cover plates that have been damaged through no fault of the District. The responsibility for repairing, removing or replacing an engraved niche cover plates that have been damaged through no fault of the District rest solely with the record owner of the interment rights of respective niche. The District does not provide any supplies, equipment, electricity, fuel, power source or water for the repair, removal or replacement of niche plates damaged through no fault of the District.

## **5025.12**

The record owner of the interment rights of a niche shall be liable for the costs of any property damage, bodily harm or other claims proximately caused by the unauthorized tampering, (such as repair, maintenance, removal, replacement, alternation, etc.) of the niche's engraved niche plate by the record owner or record owner's employees, agents, family members, acquaintances or contractors or anyone directed by the record owner.

## **5025.13**

The District may cause the removal of any engraved niche plate cover without notice to the record owner of the interment rights of the respective niche that has caused bodily harm or property damage, poses a risk of causing bodily harm or property damage, or poses a risk to public safety as determined by the District in its sole discretion. The District will charge the costs associated with any such removal and any necessary repair and replacement costs to the party deemed responsible for such damage.

## **5025.14**

The District will store any damaged engraved niche covers for a period of thirty days for retrieval by the record owner of the interment rights of the respective niche for repair. Upon the expiration of the 30th day, the District, as the owner of the niche plate covers, reserves the right to dispose of any damaged niche plate cover in any manner it deems appropriate.

## **5025.15**

Any costs which are the responsibility of the record owner of the subject interment rights under this policy shall be paid to the District by the record owner or its representatives within 30 days of the date an invoice is dispatched to the record owner by certified mail, electronic mail or personally delivered. Any unpaid debt owed to the District shall on the 31st day of nonpayment of the full amount due commence accruing interest equivalent to the District's average rate of return on its endowment care fund for the previous twelve month reporting period.

The amount of any outstanding costs, interests, penalties and related collection costs, including without limitation attorney fees, owed to the District shall be deemed a civil debt owing the District. The District may commence the appropriate legal action in the name of the District in any court of competent jurisdiction to seek the necessary court order to compel the debtor to pay the District any outstanding debt owed to the District, plus attorneys' fees as the prevailing party. The remedy prescribed by this section shall be cumulative, and the use of this particular civil action to collect an unpaid debt owed to the District shall not bar the use of any other civil, equitable or administrative remedies available to the District.

## **5025.16**

In the event any action, suit or proceeding is brought for the enforcement of, or the declaration of any right or obligation pursuant to this policy or as a result of any alleged breach of any provision of this policy, the prevailing party in such suit or proceeding shall be entitled to recover its costs and expenses, including reasonable attorney's fees, from the losing party, and any judgment or decree rendered in such a proceeding shall include an award thereof.