Mount St. Francis Columbarium

 7665 Assisi Heights

 Colorado Springs, CO 80919

 Information for Inurnment

1. Call or email Sr. Diana (**719-955-3810/719-955-3845 or msfcolumbarum.org/dianag@stfrancis.org**) of the date and time of the service at least three (**3**) days in advance so she can arrange for the niche to be opened for the family on the requested date and time. **Please state whether there are special arrangements that need to be made, (i.e. military honor guard).**

2. Hours for the opening and closing of niches are from 8am-5pm daily. We will consider exceptions on a case-by-case basis. This allows us to have the necessary staff available to handle this specialized task. **These arrangements must be made directly with the Columbarium office as they are not under the purview of the Parish office.**

3. On the day of the inurnment, please park inside on the road between the cemetery and Columbarium.

The black granite covering will be placed to the side of the column and the niche door will be open for you to place the urn in it. You are allowed to place small mementos, pictures, etc. alongside the urn. Flowers can be placed outside the niche on the ground or along the ridge of column.

If you are later than the time that you scheduled, you will need to notify Facilities or Security by phone. **The niche will be closed if you have not arrived within an hour of your scheduled time.**

The niche will be sealed after the family has left. If you want the niche sealed in your presence, **please notify us beforehand**.

If you have any problems during/after the inurnment, please contact the following:

For services between 7am-4pm, Monday-Friday, contact Facilities: Paul at **210-5899/ 955-7006** or Matt at **963-9895.**

For services held on a weekend, contact Security at **310-8572 or 955-3802**.