

# **Rules and Regulations Oakridge Cemetery Marshall, Michigan**

## **PREFACE**

It is the goal of the cemetery management to maintain Oakridge Cemetery as a quiet and beautiful resting place for the deceased. There is no attempt to interfere with individual tastes. Rather, these rules and regulations are set forth for the benefit and protection of all lot owners and for the maintenance of the grounds.

## **I. GENERAL REGULATIONS**

### **A. Ownership and Management:**

1. Oakridge Cemetery is owned by the City of Marshall under the management of the Department of Public Works.

2. The cemetery office is located in the Public Service Building, 900 S. Marshall Avenue. This office is open Monday through Friday from 7:30 a.m. until 4:00 p.m. All questions concerning cemetery records, purchasing procedure, interment arrangements, perpetual care and other services may be directed to this office. Telephone (269)781-7895. The City of Marshall is in no way responsible for damage or loss to any lot, including markers, monuments, urns, or grave decorations.

### **B. Services to be provided by cemetery management only:**

1. Interments: permit required.

2. Disinterment: permit required if transferring to another cemetery.

3. Installation of marker, monument and urn foundations.

4. Perpetual care of all lots purchased with this provision to include mowing of the grounds at reasonable intervals, the seasonal removal of leaves and other debris, the trimming of grass around markers and monuments and the repair of sunken graves.

5. General maintenance such as tree work, road work, snow removal, upkeep of water lines, trash removal, etc., shall be performed as necessary.

**C. Conduct in the Cemetery shall be in accordance with all City of Marshall Ordinances such as but not limited to:**

No person shall:

1. Throw rubbish or debris on any part of the cemetery grounds.
2. Pick or mutilate any flower or disturb any tree, shrub or other plant material.
3. Consume alcoholic beverages on the premises.
4. Permit any domestic animal to enter the cemetery unleashed.
5. Discharge a firearm in the cemetery unless as part of an authorized volley at burial or memorial services.
6. Damage any monument, marker, urn, vault or other structures on cemetery property.
7. Use any form of advertising on the premises.
8. Drive in excess of 10 mph.
9. Violate any City of Marshall traffic code.
10. Drive off established roads without permission of the management.
11. Use the cemetery as a public thoroughfare.
12. Gain entrance to the cemetery except via established entry points.
13. Gain entrance to the cemetery before dawn or after 9:00 p.m.
14. Use motorized pleasure vehicles such as snowmobiles, go-carts, etc., within the cemetery.

#### D. Operational Policies

Staff may from time-to-time establish and implement policies to improve cemetery operations which shall include but not limited to; regulating foundation size, maintenance policies, dress codes, to name a few.

## **II. BURIAL LOTS**

### A. Purchase

1. All cemetery lots are to be purchased for the interment of human remains.
2. No cemetery lots shall be purchased for speculative purposes.

3. All lots are to be sold with the provision for perpetual care.
4. Upon complete lot payment, a deed shall be issued by the City Clerk-Treasurer. If purchased by more than one person, each person's interest shall be specified. The term "deed" shall be interpreted as meaning having **burial rights only**.
5. A time payment plan may be arranged with the office of the City Clerk-Treasurer. Twenty-five percent (25%) of the purchase price must be initially deposited, followed by five-percent (5%) of the unpaid balance each month until the lot is paid in full. No urn, marker or monument may be installed until full payment is received. No burial is permitted until the grave space to be used is paid in full.
6. All lots are purchased subject to rules and regulations now in force and to those that may be adopted in the future.
7. Cemetery lots are exempt from property taxes and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.
8. A lot may be reserved for 30 Days at which time if the individual requesting the lot does not proceed to make payments, the City will remove the name from the lot and make the lot available to the next individual requesting the same.
9. The City does not purchase back cemetery lots. An owner wishing to sell a lot may send a letter with contact information to the City stating that they would like to sell their lot and should someone wish to purchase the lot staff will give the purchaser the contact information.

### **III. FUNERALS**

#### **A. Requirements**

1. No interment shall take place until the grave space is paid in full with the exception of indigent cases.
2. No interment shall take place without a burial permit.
3. All burials must be made in a durable, non-deteriorating burial vault.
4. If the deceased is not the lot owner or a member of the lot owner's immediate family, written permission acceptable to the City, by the lot owner or agent may be requested before interment will be permitted.
5. Funeral directors making arrangements for burials shall be responsible for all charges not paid by the lot owner.

6. One adult or child interment shall be permitted per grave space. Except as allowed for under Section 8A.

7. Openings requested by funeral directors shall be construed as requested by the lot owner. The cemetery management shall not be responsible for errors in openings if given incorrect information.

8. Creains may be buried above another grave; not more than two creains per lot.

#### B. Services

1. All funeral processions within the cemetery shall be under the direction of the management.

2. Workers shall suspend their labors near graveside services.

3. Funeral designs and floral pieces shall be removed by the management when they become unsightly.

4. Graves shall be opened by City of Marshall employees or their agent.

### **IV. LOTCARE**

#### A. Monuments, markers, and foundations.

1. Family Plot consisting of 3 or more lots may have a monument identifying the family name placed upon a lot within the plot. The City shall decide where the monument is to be placed. Markers identifying the person buried on the lot shall be flush or slant markers.

2. For single lots, one marker is permitted per grave space. If creains are placed above a burial on the same lot, then the second marker shall be a flush marker.

3. All monuments and markers are to be constructed of durable granite, cut stone from recognized quarries, standard bronze, quality marble, or standard metal as used by veterans' organizations.

4. All monuments and markers shall be installed upon a foundation constructed by City of Marshall employees or designated agent at the lot owner's expense in accordance with City policy.

5. All monuments and markers placed upon the foundation shall be installed by the lot owner or agent with prior permission by the cemetery management. The cemetery shall be responsible for installing government markers.

a. Those persons engaged in placing monuments or markers shall provide adequate planking to protect the turf.

b. The site shall be left in a clean and orderly condition.

## B. Decorations

Decorations shall be defined as anything natural or artificial such as but not limited to figurines, flowers, stuffed animals, ornaments, wrought iron, urns, photographs and the like.

1. Not more than two urns shall be permitted per lot on each side of a single marker or family monument.

2. In addition to any urn(s), a lot owner may decorate a grave site with artificial or natural flowers which shall be placed in a metal or plastic container suitable for display. Glass containers or decorations shall be prohibited. Artificial decoration stuck in the ground will be removed. There may be no more than two Shepard's hooks installed next to and overhanging a marker or monument. Military flag holder(s) and flags for those that served in the military are exempt from these regulations as well as those by recognized organizations such as Rotary. Stuffed animals shall be prohibited except those placed during the initial interment. Decorations that staff deems to be excessive shall be removed by the management.

3. Winter grave decorations are permitted beginning October 3 through March 15. Decorations not removed by March 15 shall be considered abandoned and will be disposed of by the management.

4. Spring grave decorations are permitted beginning March 25 through September 23. Decorations not removed by September 23 shall be considered abandoned and will be disposed of by the management.

5. Copings, fences, curbs, hedges, mounds, structures of wood, or equally perishable material are prohibited. Structures or enclosures established on any lot prior to the addition of these regulations, which have in the judgment of the management, become unsightly, shall be removed.

6. The planting of flowers, perennials and shrubs on a lot shall not be permitted.

7. No tree or shrub shall be pruned or removed without the consent of the management.

8. Planting of trees will be done by cemetery personnel and only at location approved by and maintained by City Staff. No tree shall be planted within 100 feet of an existing tree.

9. Hanging decoration on any tree, shrub, and/or other structure in the cemetery is prohibited.

## **V. POTTERS FIELD**

### **A. Resolution**

1. "Be it resolved by the City Commission of the City of Marshall, Calhoun County, Michigan, in its regular session this nineteenth day of December A.D. 1949, that from and after the date hereof, there shall be no burials in Potters' Field in Oakridge Cemetery unless the deceased person is a legal resident of the City of Marshall, or unless said death shall occur within the corporate limit of the said City of Marshall and the deceased person so dying in said City shall have no legal residence."

2. A flush marker is permitted if the grave space is paid in full. The price of the grave will be the difference between the cost of a lot as established by the City Council and the amount paid by any other governmental agency or non-profit organization for the burial.