

# Roselawn Cemetery Rules & Regulations

To maintain the beauty and serenity of Roselawn Cemetery, the following rules and regulations have been established by the cemetery's Board of Trustees.

## Permits and Authorizations

**A mausoleum, vault, monument or marker shall not be placed in the cemetery until a written authorization has been issued by Roselawn's management and the lot owner's agreement and guarantee have been filed with the superintendent. No markers, monuments, vaults, vases, or mausoleums may be placed on lots with balances due and owing.**

**Plans and specifications of every design and all materials must be submitted and approved by Roselawn Cemetery management prior to installation. The installation of all markers, monuments, vaults, mausoleums and vases is subject to the supervision of the superintendent.**

## Markers

Definition: Flat headstone set flush to the ground.

Markers are limited in size!

Baby Section markers may not exceed 12" x 6".

Children Section 20" x 10".

Full Size Single 2' x 1'.

Double Markers (3' x 1') are permitted only on two grave lots in specifically designated sections. On multiple grave lots, all markers must consist of the same material and design.

All markers must measure between 4" x 5" in thickness.

## Monuments

Definition: Headstones, measuring at least two feet by one foot, that extend above the surface of the ground.

A single monument is permitted on a designated "monument lot" or subdivision. Monuments are not permitted on single graves.

On six-grave lots and larger, the horizontal dimensions of a monument may not exceed one half the width of the lot upon which it is to be placed. Monuments on two-grave lots must meet the regulations for the division in which it will be placed.

## Mausoleums

*Complete architectural plans and specifications must be submitted to the cemetery's management upon application for a construction permit. Upon approval, a permit will be issued.*

Before a mausoleum is constructed, a Trust Fund must be established with the Cemetery's Association. The income from this Trust Fund will be used exclusively to maintain and care for the mausoleum. The amount

of the fund will be determined by the cemetery's management, but will not be less than 10 percent of the total cost of the lot and structure.

All mausoleums shall be centered on the lot and face the front of the lot. Upon completion of any vault in the mausoleum, one key to each lock must be deposited in the cemetery's office, to remain permanently in the custody of the Cemetery. All remains must be in separate crypts, which can be hermetically sealed to cemetery regulations.

The management of the cemetery reserves the right to modify these conditions if necessary.

## **Benches**

Granite benches are permitted only if they are installed on a foundation in the space reserved for a monument. Benches will be considered a monument and will be subject to all rules applying to monuments.

## **Single Graves**

Only one surface marker is allowed on a single grave. The marker must conform to the size and specifications for the section of the cemetery in which it is placed.

## **Materials**

Uniformity throughout the cemetery must be maintained in the construction materials used on each lot. Any stone which varies substantially in color, texture, material, cut, size or design will not be accepted.

The exterior and above ground portion of a vault, mausoleum, monument, or marker shall be constructed of granite or standard government bronze.

All mausoleums and monuments shall be set on foundations of solid masonry or concrete, which will not be less than four feet deep and not less in size than the base of the superstructure. All monument bases must be set in a bed of cement or mortar evenly covering the foundation. Markers shall be set on a foundation as provided by the cemetery. The cemetery reserves the right to require a larger and deeper foundation if deemed essential for permanency and safety. No foundations may be smaller than one foot square.

The first level of masonry above the foundation and all monument and other bases must be planed to an equal thickness. No building-up of underpinning with chips, rocks, cement or other material will be allowed. As a protection to lot owners and to guarantee the quality of work that is performed at Roselawn, the cemetery reserves the right to excavate and build all foundations and to regulate all work that is done in the cemetery.

## **Workers**

All workers employed on projects within the cemetery are subject to the control and direction of the superintendent.

Workers must not place materials on adjoining lots or leave materials on the ground longer than is absolutely necessary. All earth and rubbish accumulated during lot improvements must be removed under the direction of the superintendent at the expense of the lot owner. No unnecessary delay in work is permitted. All work must be completed and rubbish removed before noon on Saturday and prior to any day preceding a holiday, except when special permission is obtained from the superintendent. No monuments may be set after 4:30 p.m.

## **Construction Season**

Roselawn Cemetery reserves the right to halt all construction work between November 1 and April 15. Foundations will not be built during freezing weather.

## **Deliveries**

No deliveries of construction materials, etc. will be accepted on Saturday, Sunday, holidays or days preceding a holiday.

## **Quality Control**

Only markers, monuments, mausoleums, or vases of acceptable design, materials, workmanship and durability are permitted. If defects and/or deficiencies become apparent during installation, the work will be stopped and the defects/deficiencies corrected. If corrections cannot be made, or if the lot owner does not correct them within a reasonable time, the entire structure will be removed by Roselawn's management at the lot owner's expense.

## **Damage**

Lot owners are liable for any damage to adjoining lots or other property in the cemetery caused by construction work on mausoleums, monuments, markers, etc.

Vandalism or damage caused by forces beyond the control of Roselawn Cemetery is the responsibility of the individual lot owner.

## **Removal of Markers**

No monument or marker may be removed without an authorized written consent order on file in the cemetery's office.

## **Planters**

Planters may be placed on a grave from May 1<sup>st</sup> through October 1<sup>st</sup>. Planters must be removed by October 2<sup>nd</sup> or the cemetery staff will remove them and dispose of them.

Planter must sit freely on the ground with no wires, rods or dowels holding them in place. Plant stands of any kind are not permitted.

Maximum of two planters per occupied grave. Planted planters must not exceed 20 lbs. in weight.

Planters not complying with the above rules will be removed and disposed. The cemetery is not responsible for lost or damaged planters.

## **Fresh Flowers**

Fresh flowers are permitted and we encourage their use.

## **In-Ground Plantings**

Are only allowed on monument lots and must have a permit from the Cemetery Superintendent on file in the office.

## **Winter Wreaths**

Wreaths of natural material only, are permitted between November 1<sup>st</sup> through February 1<sup>st</sup>. Cemetery will remove wreaths and stands starting on February 2<sup>nd</sup>.

## **Gravesite Decorations**

Cemetery does not permit any artificial decoration, including plastic or silk flowers, balloons, pinwheels, Madonnas, statues, etc. Also due to health and safety reasons, food, bottles or cans of any kind are not permitted.

## **Cemetery Hours**

The Cemetery's office hours are Monday through Friday from 8 a.m. to 4 p.m. Saturday from 8 a.m. to Noon, April through October.

Roselawn Cemetery's grounds are open to the public from sunrise to sunset.

These regulations have been established by the Board of Trustees.

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