

Rules & Regulations

Oak Lawn Cemetery

&

Sturgis Memorial Gardens



OAK LAWN CEMETERY

CITY OF STURGIS, MICHIGAN

**RULES AND REGULATIONS
APPROVED 12-19-2022**

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**OAK LAWN CEMETERY
CITY OF STURGIS, MICHIGAN
RULES AND REGULATIONS**

SECTION ONE - GENERAL RULES

The rules and regulations contained in this document are the result of study and investigation. They are not intended to restrain the owners of interment rights, but to protect them by preventing the inconsiderate from taking unfair advantage of others. Your cooperation and adherence to these rules will assist us to create and preserve the beauty of Oak Lawn Cemetery and Sturgis Memorial Gardens.

- 1-1 Oak Lawn Cemetery will furnish water for the use of all who wish to maintain flowers, urns, etc. Water will be furnished and available from the various spigots located within the Cemetery grounds from April to October weather permitting. Watering of individual lots by setting up hoses & sprinklers by anyone other than Cemetery personnel is prohibited.
- 1-2 Urns are the liability of the lot owners and are governed by the rules and regulations of the Cemetery. The Cemetery assumes no obligation as to the care, maintenance, protection or damage which may result to urns placed upon lots. Urns not filled and planted by June 15th will be picked up by Cemetery staff. If not claimed within one year, they will become the property of the Cemetery and placed in storage.
- 1-3 No more than one urn will be allowed on single grave spaces.
- 1-4 No more than two urns will be allowed to be placed upon two or more grave spaces.
- 1-5 Urns placed in Oak Lawn Cemetery must be of conventional urn type and style. All urns which are of a permanent or semi-permanent type must be placed upon a base. The base is to be placed on the lot, in either marker or monument row. Statues, figurines etc., may be allowed in lieu of urns upon approval of Sexton and Cemetery Board. These must be placed on a base as well.
- 1-6 Urns which become broken, unsightly in appearance or a nuisance, will be removed from the lot.

- 1-7 Cement or heavy posts are not allowed in front or back of any monument or marker.
- 1-8 Plants in pots may not be placed in the ground. They must be left in the pot and placed to the side of the monument or marker. All such potted plants are not to exceed ten (10) inches in diameter and limited to one (1) per lot. Soil and plant materials at seasons end may not be emptied on lots, around trees, bushes etc. Soil from these may be emptied at the Cemetery maintenance barn on a pile designated for this purpose.
- 1-9 Other than Cemetery Staff, No person shall remove the sod or earth from any lot, alley or roadway.
- 1-10 Shrubs, trees, or flowering bushes may not be planted on any lot, without permission of the Sexton.
- 1-11 Birdhouses, bird feeders & wind chimes are not allowed to hang in any trees or bushes within the Cemetery.
- 1-12 All trees, shrubs, plants etc., that are growing in the Cemetery are subject to trimming or removal by the Sexton or those he or she has appointed to do the work , if at any time they become overgrown and interfere with someone's lot or become a hindrance to Cemetery maintenance.
- 1-13 The decoration of lots or graves with boxes, toys, shells, images, wire screens, arbors, trellises, individual artificial flowers anchored in the ground or any objects of a similar nature are prohibited. Tripods, decorative balls, and other such standing decorations are welcome between the dates of December 1st, and April 1st.
- 1-14 For safety reasons, no shepherd staff, hooks, posts, hangers, glass containers, vases etc. are allowed in the Cemetery. Use of wire, nails, iron rods or other objects to anchor artificial flowers, vases, baskets or other objects to the ground will not be permitted April 1st to Nov. 30th. Injury could result when they become detached and thrown by mowing equipment. Artificial flowers should be placed either on the monument or in an urn. Decorations or other objects may not occupy the front, back or wash of the concrete foundations for monuments and markers.
- 1-15 Flowers, wreaths, emblems, plants, etc., used at funerals or placed upon graves at other times, which become unsightly or faded, will be removed. The Cemetery is not responsible for the protection or maintenance of these items.

- 1-16 As part of the annual Spring and Fall clean-up, the Cemetery will remove all decorations which, in their opinion, have no further use. If lot owners wish to save winter decorations, they must remove them before April 1st. Summer plants, must be removed before October 1st. Grave Blankets may be removed earlier by Cemetery personnel because of weather, to prevent the destruction of the sod. Artificial flowers in urns, pots or saddle arrangements that have become faded or unsightly will be removed and disposed of by Cemetery Staff.
- 1-17 No settee, benches or chairs are permitted without written permission from the Sexton and Cemetery Board.
- 1-18 No person shall leave any refuse in the Cemetery unless it has been deposited in trash receptacles.
- 1-19 The Cemetery is not responsible for loss or damage to any article left upon any lot grave or other section of the Cemetery.
- 1-20 Regular Cemetery working hours shall be from 7:30 a.m. to 4:00 p.m. on weekdays. The Cemetery office hours will be 9:00 a.m. to 5:00 p.m. weekdays. The Cemetery office is now located at City Hall 130 N. Nottawa St.
- 1-21 The Cemetery grounds shall be declared officially closed, except for official business from sunset until 8:00 a.m.
- 1-22 Rules and regulations as well as other information are available at the Cemetery office. The Cemetery will not accept any responsibility for any information other than what is given by authorized Cemetery Staff.
- 1-23 Military Service markers are allowed and will be placed next to the foundation wash around monuments and markers.
- 1-24 Demonstrations, memorial services or other activity, unrelated to funerals, cenotaph services or interments may not be held in the Cemetery, without prior authorization from the Board of Oaklawn Cemetery.
- 1-25 Lots at the Cemetery shall be used exclusively for burial purposes. "Burial Purposes" shall include the installation of a cenotaph.
- 1-26 Speed limit, shall be 10 miles per hour on all Cemetery drives.

- 1-27 It is strongly recommended that drivers not attempt to turn around on the Cemetery drives but, continue to drive around a section. Turning around and backing up increases risk of damage to headstones and Cemetery property.
- 1-28 ATV's and other off-road motorized vehicles are not permitted within the Cemetery.
- 1-29 Use of the Cemetery as a playground will not be permitted.
- 1-30 Children must be accompanied and supervised by an adult who shall be responsible for their conduct.
- 1-31 Feeding wildlife is prohibited. Bread, cereal, corn, and other food materials are not permitted to be spread in the Cemetery.
- 1-32 Dogs are not allowed in the Cemetery.

SECTION TWO - LOT SALES

- 2-1 The word lot as used in the Rules and Regulations of Oak Lawn Cemetery designates a parcel of land located in Oak Lawn Cemetery, City of Sturgis, State of Michigan. Each bears the identification of a lot number and block letter. This conveys the right and privilege of burial, the right to construct a monument or marker and such other privileges and rights subject to the rule of Oak Lawn Cemetery, now in force or may be enacted in the future.
- 2-2 The terms of all lot sales will be cash, check, money order, or bank check on the date of purchase. Upon payment in full, a deed will be issued to the buyer. A single lot space is 4 feet x 10 feet with a double lot space at 8 feet x 10 feet.
- 2-3 Lots are not considered sold until payment has been made in full.
- 2-4 A sale, transfer, assignment of a lot, lots or a part of a lot will not be valid without the consent of the Sexton and the proper recording of such a transaction in the official files of Oak Lawn Cemetery.
- 2-5 Oak Lawn Cemetery reserves the right to limit the sale of lots for burial purposes and intended burial purposes. We will not knowingly sell lots for investment purposes, and no person shall be allowed to speculate in said lots.

- 2-6 Corners of all lots shall be marked with a metal or concrete post, the front right hand (facing) post shall be marked with the lot number. These posts shall be set level with the lot grade and no gravel, sand, etc., shall be placed around such lot markers. Lots shall be marked only with lot markers furnished by the Cemetery.
- 2-7 Only Cemetery Staff is allowed to add soil, compost, etc., or use fertilizers, herbicides and pesticides on any lot or grave space. The Cemetery Staff makes every effort to maintain the grounds and, any lot thought to be unsatisfactory may be reported to the Sexton for repairs.
- 2-8 Block - ZZ in Oak Lawn Cemetery will include a cement foundation ribbon with the purchase of a single lot or double lot. The price of the foundation ribbon will be included in the sale of lots for this specific block.

SECTION THREE - BURIALS

- 3-1 The Sexton or Authorized Cemetery Staff will supervise all interments or services.
- 3-2 No interment of any body other than that of a human being will be permitted.
- 3-3 The Cemetery reserves the right to refuse any order for interment with less than 24 hours notice during summer months and 48 hours notice during winter months before the time of the funeral. Winter months are from November 1st thru April 1st.
- 3-4 Oak Lawn Cemetery will not accept orders for interments on Sundays or the following recognized holidays: Christmas, Christmas Eve Day, Thanksgiving, Day after Thanksgiving, Memorial Day, New Year 's Day, Fourth of July, Labor Day, and Good Friday.
- 3-5 Payment for interment and receipt of burial permit will be required within three (3) days of the burial.
- 3-6 The Cemetery will not assume any responsibility for errors in location in the opening of graves when such orders are given by any means other than written communication . Orders from Funeral Home staff for the opening of graves will be construed as orders from the lot owner or owners.

- 3-7 All Full burials in Oak Lawn Cemetery as well as Sturgis Memorial Gardens are to be made in concrete or metallic outer cases. Concrete outer cases to be defined as concrete vaults, concrete boxes, wood, metal or other substance encased in concrete. Metallic outer cases are those constructed of material of not less than 12 gauge thickness.
- 3-8 Burial outer cases over five feet in length will be classified as adult size.
- 3-9 All cremations must be in standard cremation boxes, urns, or concrete vaults. Any exceptions to the rule must be cleared thru the Sexton and or Cemetery Board. Cremains are not to be spread in the Cemetery over family lots, in flower gardens or bushes. All cremations must follow the above rules for burial. If remains are found on a grave space an invoice for an interment fee will be sent to the owner of the lot.
- 3-10 Per single grave site, the maximum number of burials is as follows:
- a. One (1) full interment & Four (4) cremains without vaults.
 - b. Four (4) cremains in vaults.
 - c. Six (6) cremains in standard size containers without vaults.
- 3-11 Vaults that are used for burials in Oak Lawn Cemetery must be in place to receive casket one hour prior to the scheduled time of the funeral service.
- 3-12 Graves will be opened and closed by employees of the Cemetery and graves will not be reopened for inspection except for official investigation.
- 3-13 Disinterment of a body will not be made until the written consent of the next of kin of the person whose body is to be disinterred and/or all legal documentation has been submitted to a licensed Mortician.
- 3-14 Interments in lots for which deeds have been issued shall be restricted to members of the family and relatives of the owner or owners. Such interments require written consent from the owner or owners or the next of kin. Special written consent must be given by the owner or owners for interments contrary to this rule. All written consent must be notarized.
- 3-15 The Cemetery will not assume responsibility for any damage that might occur in the placing of a body in any mausoleum or crypt. Cemetery Staff will perform the service required with the utmost diligence and care.

- 3-16 Upon request of the lot owner or his representative, a funeral zone may be established and no one except persons attending the funeral or so authorized, will be permitted within its boundaries. Strangers are asked not to approach a grave during a funeral.
- 3-17 Funeral Directors are asked to contact the Cemetery before definitively establishing the time of a funeral because, in some instances the Cemetery already has interment arrangements which may cause a conflict due to location or the proper provision of service. For this reason the Cemetery reserves the right to ask for a change in the funeral hour so as to best serve the families of the deceased.
- 3-18 Any Burial work that occurs after 4 pm will be charged an hourly rate to cover overtime costs
- 3-19 Funeral processions while in the Cemetery will be under the direction and control of the Sexton or his duly appointed staff. Funeral processions and Cemetery vehicles shall have preference over all other vehicles.
- 3-20 All funerals and interments made in Oak Lawn Cemetery are to be conducted in an orderly and dignified manner. The Sexton is authorized to take such means, as in his opinion are necessary, to preserve this order and dignity.
- 3-21 All bodies entombed into any mausoleum or lawn crypt must be embalmed.

SECTION FOUR - MEMORIALS & FOUNDATIONS

- 4-1 All orders for the installation of foundations for memorial work must be submitted on an official order form. The order must be signed by the person, firm, or corporation ordering the foundation installed. The Cemetery will not be bound to honor these foundation orders for the installation of foundations until the above instructions have been complied with.
- 4-2 All foundations for memorial work placed in Oak Lawn Cemetery or Sturgis Memorial Gardens are to be completed by the Cemetery or by its authorized agency. All such work shall be under the direction of the Sexton.
- 4-3 Foundations will be charged to the person, firm or corporation ordering the foundation installed. All charges for foundations must be paid in full at the time of purchase.

- 4-4 If a foundation is placed before a marker or monument has been ordered and needs to be removed because of a change made by the owner to a different size, the lot owner will be charged time and materials to remove the existing foundation. Also the owner will be responsible for the payment of a new foundation to be placed at the current rate. If for any reason a monument is to be removed and replaced with another, the new monument must be approved by the Sexton to make sure it applies with all of the requirements of that section.
- 4-5 Once a foundation is poured no additions are to be added, or attached in any way without the permission of the Sexton or Cemetery Board. No holes are allowed to be bored into the foundation as this takes away from the integrity of the foundation as well as decreases the size of the wash required around the marker or monument.
- 4-6 Foundations will be installed with the top of the foundation conforming with the lot grade as determined by the Cemetery.
- 4-7 No monuments, markers, etc., may be placed on a lot before the foundation is installed. A call will be placed to all Monument companies informing them when foundations are complete. At that time they can deliver all monuments and markers.
- 4-8 It is the intent of the Cemetery to install foundations at least twice yearly. Once in May and once in October. If quantities are great enough to warrant a pouring in mid-summer Cemetery Staff will attempt to do so if their schedule allows.
- 4-9 All mausoleums, monuments, headstones, markers or other permanent memorials above ground, or partly above ground, must be constructed of first quality granite or marble. All such materials which are used in memorial work must be guaranteed by the Memorial Dealer to be of first grade, clear stone at least six inches in thickness, free from sap or anything which will cause rust stains, that it will not crack or check, and has been executed in first grade workmanship.
- 4-10 All memorial work in Oak Lawn Cemetery or Sturgis Memorial Gardens must be done between the hours of 8:00 a.m. and 4:00 p.m. on weekdays, and from 8:00 a.m. to 11:00 a.m. on Saturday, Eastern Standard Time.
- 4-11 Monuments, markers, or other memorials may not be removed from the lot or lots, or taken from the Cemetery, without proper notification to the Sexton.

- 4-12 No monument, double marker, double tablet, single marker or other memorial, may be erected on any lot or grave until the lot or grave space is fully paid for and, the deed issued for the same or, until any other charges are paid in full.
- 4-13 Graves are to be marked only with standard markers or memorials which comply with the rules and regulations of Oak Lawn Cemetery.
- 4-14 Grave markers made from U.S. Standard Bronze or its equivalent will be allowed.
- 4-15 No burials will be permitted to be marked with a vase, urn, memorial, receptacle, or other article of any nature bearing the name of the mortician, memorial dealer or any person selling or giving such articles for marketing purposes.
- 4-16 Any damage to turf, trees, shrubs, flowers or structures, resulting from the delivery or setting of memorial work, will be assessed to the person, firm, or corporation selling the memorial work.
- 4-17 No more than one marker will be allowed per single grave space.
- 4-18 No more than one flush marker will be allowed in marker row in Blocks II, JJ, KK, LL, MM, and TT.
- 4-19 Monuments, double markers on a base, double tablets, slanted-faced double markers without a base, and two single markers on a base will occupy monumental positions on lots. All other memorials will be placed in the marker locations, at the foot of the graves, as determined by the cemetery. Overall monument height is 48 inches, anything taller must be approved by the Sexton and Cemetery Board. Stone bases over 54 inches in length also need approval of the Sexton and Cemetery Board. A single monument base can be no larger than 42 inches in length. A single monument placed in monument row can be no larger than 42 inches in length and 48 inches high.
- 4-20 No more than one monument, double marker, double tablet or other memorial which will occupy a monument position on a lot is allowed. All other memorials will be placed in the marker location at the foot of the grave as determined by the Cemetery. The lot is to be determined from the official plat and record maps of Oak Lawn Cemetery or Sturgis Memorial Gardens. These are located at the Cemetery Office.

- 4-21 All markers to be set on a lot as platted or which are described as a family lot in the official records of Oak Lawn Cemetery, must match as to size, design, color, and lettering. The maximum size for single markers placed in Oak Lawn Cemetery shall be: 12 inches in width, 24 inches in length, and 12 inches in height, except:
- a. Where markers are to match markers already on a lot.
 - b. When slant-faced single markers are used the maximum size allowed will be: 12 inches in width, 24 inches in length, and 16 inches in height.
 - c. In Single Grave Section, Block J, the maximum size allowed will be 10 inches in width, 20 inches in length, and 6 inches in height.
- 4-22 Maximum size for markers in Babyland, block MM will be: 16 inches in length 8 inches in width, and 6 inches in height. A small urn may be placed at the head of the grave next to the marker. A small statue may be placed in lieu of an urn upon approval of the Sexton. Babyland lot size is 3 feet wide by 5 feet long. Foundation size is 36 inches in length x 18 inches in width.
- 4-23 Memorials which are determined as monuments are to be leveled when set and the bases are to be securely fastened to the foundation.
- 4-24 Lettering for mausoleum crypt fronts is to be done upon request after payment, or upon death after crypt purchase. (The cost of lettering is included in the purchase price.)
- 4-25 No mausoleum, mausoleum work, crypts, or any structure above or below the ground, other than standard memorials, may be constructed until complete designs, details and specifications have been submitted to the Board of Oak Lawn Cemetery for its approval and, suitable arrangements acceptable to the Board, have been completed for future maintenance.
- 4-26 If any memorial, headstone or marker shall become unsightly, in need of repair or attention, or a menace, the Cemetery will notify the owner or owners to take such steps as necessary to place the structure in satisfactory condition. If the owner or owners fail to comply with this notice within a reasonable length of time, the Cemetery shall have the right to cause the necessary repairs to be made, and the cost shall be charged to the owner or constitute a lien upon the lot or lots. Any charge resulting from such action, remaining unpaid for a period of six months or more, will prohibit the owner from any subsequent services being provided by the Cemetery until at such time the lien is satisfied.

- 4-27 The Board of Oak Lawn Cemetery shall reserve the right to refuse permission for the erection of any memorial which on account of size, design, type or quality of stone, or location to be placed on the lot is in their opinion unsuited to the lot or lots.
- 4-28 The Rules and Regulations of Oak Lawn Cemetery governing foundations, monuments, markers and memorials, will be made available to anyone who would like a copy. The Cemetery assumes no responsibility for memorial sales which may be made in conflict with these rules and regulations, nor does the Cemetery assume any responsibility for any information transmitted during memorial transactions other than that covered in the official rules and regulations, and transmitted by its duly authorized agents.
- 4-29 The Cemetery is not responsible for the protection and maintenance of flowers, wreaths, emblems, or other items used at funerals. As soon as such items become unsightly they will be removed.
- 4-30 All level lawn or flush markers (except bronze plates) will be encased in cement with a 3 inch wash. A 5 inch wash is required for markers with vases attached. Due to added labor when placing these markers the cost will be the same as a monument instead of a marker.
- 4-31 Ground surfaces - The following rules shall apply:
- a. Surfaces other than soil and sod are prohibited.
 - b. No person or persons shall remove any sod or soil from any lot.
 - c. No sand, gravel, washed gravel, crushed stone, or other loose material shall be placed around the wash of a foundation or in any other area on the grave space.
 - d. No steps or artificial walkways of any kind shall be permitted.
 - e. Raised mounds around graves will not be permitted.

SECTION FIVE - BLOCK SS

Specific rules are as follows:

1. All Oak Lawn Cemetery rules apply to section SS.
2. The following rules are specific to block SS, and may take precedent over some general Cemetery rules.

- a. If a monument is placed on a lot designated for this purpose the monument must have a base. The maximum monument size is inches in length, 14 inches in width, and 36 inches in height.
- b. Lots designated for flush markers may have two flush single markers with a maximum size of 24 inches in length, by 12 inches in width, or one flush double marker with a maximum size of 44 inches in length by 13 inches in width.
- c. All monuments and markers will be located at the head position on the lot. No markers are permitted at the foot of the grave.
- d. No urns are permitted in this section. Vases permanently attached to the base of the monument are allowed.

SECTION SIX - CREMATION SECTION

This section was developed to meet the growing number of people opting for cremation. The section consists of a number of three foot square lots situated in rows surrounding a central planter. One Cremation lot will hold two cremains. The use of retractable urns is encouraged.

- 6-1 Only flush markers are allowed in this section. Markers cannot exceed 30 inches in length by 12 inches in width with the foundation for a marker at 36 inches in length by 18 inches in width.
- 6-2 This section is also available to families that wish to remember those who have donated their bodies to science.
- 6-3 All cremations must be interred by Cemetery Staff. The dumping, spreading, or scattering of ashes is prohibited unless an area is established by the Cemetery for this purpose. Anyone found to be in violation of this rule will be billed an interment fee and may be subject to other fines.

Sanctions:

Any person who violates any of the above rules or regulations of Oak Lawn Cemetery or Sturgis Memorial Gardens will be subject to fines as follows:

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|-------------------------|-----------------------------|
| 1 st offense | Warning |
| 2 nd offense | \$100.00 |
| 3 rd Offense | \$300.00 |
| Scattering of Ashes | \$400.00 plus Interment fee |

SECTION SEVEN - STURGIS MEMORIAL GARDENS

The Philosophy of Sturgis Memorial Gardens is to create an open park-like, natural setting in which to honor our loved ones who have passed away. To this end, the following rules and regulations have been developed. Your cooperation and adherence to these rules will assist us in creating and preserving the beauty of Sturgis Memorial Gardens so that the entire Cemetery may be a beautiful natural Memorial dedicated to all of those at rest there.

- 7-1 Each grave space will be allowed to have one marker with a vase set flush with the turf at the head of the grave, and one marker without a vase set flush at the foot of the grave.
- 7-2 If a marker with a vase is preferred, the marker should be purchased with its own built in vase as this is the only type of container that will be allowed on your lot. This vase should be contained within the memorial and have its own receptacle for those times when it is not being used. A vase may be added as long as it has its own foundation and will fit on the lot.
- 7-3 For the following special days: Memorial Day, Easter Sunday, Mother's Day, Father's Day: flowers, potted plants or baskets may be placed on the grave, but not before Friday evening preceding the special day. They may remain thru Tuesday but on Wednesday morning they will be removed and disposed of by Cemetery Staff.
- 7-4 Live and artificial flowers are only allowed in retractable vases. Dates allowed are April 1st to October 1st.
- 7-5 Any changes to, additions, or removal of a foundation will be charged time and materials for the work completed. A new foundation will be placed at the rate currently charged at the time of the work.

All other rules contained in the Oak Lawn section apply to Sturgis Memorial Gardens. The exceptions are listed above and are exclusive to Sturgis Memorial Gardens.