



CITY OF STURGIS OAKLAWN CEMETERY RULES AND REGULATIONS

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SECTION ONE – GENERAL

- 1-1 The rules and regulations contained herein are the result of much study and investigation of individual desires as they may be related to the overall problems which resulted over the passing years. They are not intended to restrain the owners of interment rights as a group, 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 so that the entire Cemetery may be a beautiful Natural Memorial dedicated to all those at rest here.
- 1-2 Oak Lawn Cemetery will furnish water for the use of all who wish to maintain flowers, urns, etc., however, the cemetery must pay for this water which is used in the cemetery, therefore, water will be furnished and available from the various outlets within the cemetery grounds from April 15 to October 31 annually.
- 1-3 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 planted by June 15th will be picked up. If not claimed within one year, they will be disposed of.
- 1-4 No urn will be permitted to be placed upon any lot until the deed and certificate for Perpetual Care have been issued.
- 1-5 No more than one urn will hereafter be allowed on single grave spaces.
- 1-6 No more than two urns will hereafter be allowed to be placed upon two or more burial lots.
- 1-7 All urns placed in Oak Lawn Cemetery must be of conventional urn type and style, and all such urns which are of a permanent or semi-permanent type must be placed upon a base. The base is to be placed upon the lot in such a location as approved by the cemetery, in either the monument or marker row. Statues, figurines etc., may be allowed in lieu of urns upon approval of sexton and cemetery board.
- 1-8 Any urns which become broken, unsightly in appearance or a nuisance, will be removed from the lot.
- 1-9 Potted plants may not be planted in the ground, but must be left in the pot above the surface of the ground. All such potted plants may be in pots not to exceed ten (10) inches in diameter and limited to one (1) per lot.
- 1-10 No person shall remove the sod or earth from any lot, alley or roadway.
- 1-11 Shrubs will not be planted on any lot, without permission of the Sexton.
- 1-12 If any tree, shrub, plant, vine or etc., growing on any lot or lots shall by reason to its branches, roots, appearance or otherwise, become detrimental to adjacent lots, alleys or roadways, or an inconvenience to the public, it shall be the duty of the Sexton to have such tree, shrub, plant or vine removed or such parts thereof as necessary.
- 1-13 The decoration of lots or graves with boxes, toys, shells, images, wire screens, arbors, trellises, individual artificial flowers and anchored in the ground or any objects of a similar nature is prohibited. Tripods, decorative balls, and other such standing decorations are welcome between the dates of December 1, and April 15.

- 1-14 The 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 16 to Nov. 30. They may become detached thus becoming a menace and possibly causing injury if thrown by mowing equipment. It is suggested that for their protection, artificial flowers be placed either on the monument itself or in an urn. No shepherd staff, hooks, hangers, glass containers, vases etc. for safety reasons, are allowed in the cemetery. Also no decorations or objects may occupy the front or back concrete foundations of monuments and markers.
- 1-15 Any flowers, wreaths, emblems, plants, etc., used at funerals or placed upon graves at other times, which become unsightly, faded or dead, will be removed and no responsibility for their protection or maintenance will be assumed.
- 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 15, and if they wish to save summer plants, they must remove them before October 15.
- 1-17 No settee, benches or chairs will hereafter be permitted without special permission from the sexton.
- 1-18 No person shall leave any refuse in the cemetery except as they deposit it in the receptacles provided for the same.
- 1-19 The cemetery will not be responsible for loss or damage to any article left upon any lot, grave or other part of the cemetery.
- 1-20 The use of the cemetery as a playground will not be permitted.
- 1-21 No dogs allowed in Cemetery.
- 1-22 Speed limit shall be 10 miles per hour on all cemetery drives.
- 1-23 The regular cemetery working hours shall be from 7:30 a.m. to 4:30 p.m. on weekdays. The cemetery office hours will be 8:00 a.m. to 12:00 p.m. weekdays.
- 1-24 The cemetery grounds shall be declared officially closed, except for official business, from one hour after sunset until sunrise.
- 1-25 The rules and regulations and other information is available at the cemetery office and the cemetery will assume no responsibility for any information except as it may be transmitted from its duly authorized agents.
- 1-26 Service markers are allowed and will be placed into the foundation wash around monuments & markers.
- 1-27 No demonstrations, memorial services or other concerted activity, unrelated to funerals, enotaph services or interments may be held in the cemetery, without prior authorization from the Board of Oaklawn Cemetery.
- 1-28 All lots at the cemetery shall be used exclusively for burial purposes. "Burial Purposes" shall include the installation of a cenotaph for specifically identified individuals.

SECTION TWO – LOT SALES

- 2-1 The word lot as used herein and in the other rules and regulations of Oak Lawn Cemetery, designates a parcel of land located in Oak Lawn Cemetery, City of Sturgis, State of Michigan, as described in the plats of Oak Lawn Cemetery, such of which bear the identification as follows:

Lot Block Division

and conveying the right and privilege of burial, the right to construct monuments and markers, and such other privileges and rights, subject to the rules of Oak Lawn Cemetery now in force, or as they may hereafter be enacted.

- 2-2 The terms of all lot sales will be cash within thirty (30) days of the date of purchase. Upon payment in full, a deed and endowment certificate will be issued to the buyer.
- 2-3 No lot will be considered sold until not less than a 10% down payment has been made, and a burial right and cemetery care contract is completed and signed by both parties.
- 2-4 Lots not paid for within the thirty (30) day limit will receive a thirty (30) day grace period. After that time, the account may be turned over to a collection agency, or the lot may revert back to the cemetery and any money paid will be kept as liquidated damages.
- 2-5 No lots in Oak Lawn cemetery will be sold without Endowment for Perpetual Care.
- 2-6 No sale, transfer or assignment of a lot or lots or a part of a lot shall be valid without the consent of the Sexton and the proper recording of such a transaction in the official files of Oak Lawn Cemetery.
- 2-7 Oak Lawn Cemetery reserves the right to limit the sale of lots for burial purposes and intended burial purposes, and will not knowingly sell lots for investment purposes, and no person shall be allowed to speculate in said lots.
- 2-8 The 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.

SECTION THREE – BURIALS

- 3-1 The sexton of Oak Lawn Cemetery or his duly appointed assistant shall supervise all interments and make all charges as they have been designated by the Board, incidental to said interments.
- 3-2 The Cemetery will not assume any responsibility for errors in location in the opening of graves when such orders are given by telephone. Orders by undertakers for the opening of graves will be construed as orders from the lot owner or owners.
- 3-3 The Cemetery reserves the right to refuse any order for interment unless the application for the same is made at least eight (8) working hours in advance of the funeral hour. The regular working hours of Oak Lawn Cemetery are from 7:30 a.m. to 4:30 p.m. On weekdays. Eastern Standard Time.
- 3-4 Oak Lawn Cemetery will accept no orders for interments on the following recognized holidays: Christmas, Christmas Eve Day, Thanksgiving, Day after Thanksgiving, Memorial Day, New Years, Fourth of July, Labor Day, and Easter Sunday.
- 3-5 Payment for the interment and receipt of the burial permit will be required within three (3) days of the burial.
- 3-6 No interment of any body other than that of a human being will be permitted.
- 3-7 All burials in Oak Lawn Cemetery are to be made in concrete or metallic outer cases. Concrete outer cases to be defined as concrete vaults, concrete boxes, and 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 (5) feet in length will be classed as adult size.
- 3-9 Per single grave site, the maximum number of burials is as follows:
 - a. One (1) full interment & Four (4) cremains without vaults.
 - b. Five (5) cremains in vaults.
 - c. Six (6) cremains on single lot.
- 3-10 All 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.
- 3-11 All graves will be opened and closed by employees of the cemetery and graves will not be reopened for inspection except for official investigation.
- 3-12 Interments in lots for which deeds have been issued shall be restricted to members of the family and relatives of the owner or owners thereof. 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 thereof for interments contrary to this rule. The Sexton may require written consent to be notarized.
- 3-13 No disinterment of a body will 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.
- 3-14 The Cemetery will assume no responsibility for any damage that might occur in the placing of a body in any mausoleum or crypt, other than performing the service required with the utmost diligence and care.

- 3-15 Strangers are asked not to approach a grave during a funeral and when deemed necessary by the Sexton, or 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.
- 3-16 Funeral Directors should contact the cemetery before definitely establishing the time of a funeral because in some instances the cemetery already has interment arrangements which will 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.
- 3-17 All funerals must enter the cemetery by 3:30 in the afternoon. For funerals entering the cemetery after 3:30, an extra charge will be made for each hour or portion thereof that the funeral enters.
- 3-18 All funeral processions while in the cemetery will be under the direction and control of the Sexton or his duly appointed assistant and all funeral processions and cemetery vehicles shall have preference over all other vehicles.
- 3-19 All funeral and interments made in Oak Lawn Cemetery are to be conducted in an orderly and dignified manner, and the Sexton is authorized to take such means, as in his opinion are necessary, to preserve this order and dignity.
- 3-20 All bodies entombed into any mausoleum or lawn crypt must be embalmed.

SECTION FOUR – MEMORIALS

- 4-1 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.
- 4-2 All orders for the installation of foundations for memorial work must be submitted on the order blank of that monument dealer with full particulars thereon. These blanks must give all information as requested and the material certification must be signed by some responsible party of 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.
- 4-3 All foundations for memorial work placed in Oak Lawn Cemetery shall be installed by the cemetery or by its authorized agency, and all such work shall be under the direction of the Sexton. No Monuments, Markers, etc., may be placed on a lot before the foundation is installed.
- 4-4 Foundations will be charged to the person, firm or corporation ordering the foundation installed. All charges for foundations must be paid within thirty (30) days from the date of invoice.
- 4-5 All invoices for the installation of foundations will be dated as of the day of installation, and the receipt there of will serve as notification of the foundation installation.
- 4-6 All memorial work in Oak Lawn Cemetery 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.
- 4-7 No monument, marker or other memorial may be removed from the lot or lots, or taken from the cemetery, without the proper notification to the Sexton.
- 4-8 No monument, double marker, double tablet, single marker or other memorial, may be erected on any lot or grave until such lot or grave space is fully paid for and the deed issued for the same or until any other charges are paid in full.
- 4-9 Graves are to be marked only with standard markers or memorials which comply with the rules and regulations of Oak Lawn Cemetery.
- 4-10 Grave markers made from U.S. Standard Bronze or its equivalent will be allowed.
- 4-11 No burials will be permitted to be marked with 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 marking purposes.
- 4-12 No sand, gravel, washed gravel, crushed stone or other loose material may be used in the construction of washes around the bases of markers or monuments.
- 4-13 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.
- 4-14 All foundations will be installed with the top of the foundation conforming with the lot grade as determined by the cemetery.

- 4-15 No more than one marker will be allowed per single grave space. No more than one flush marker will be allowed in marker row in Blocks II, JJ, KK, LL, MM, TT.
- 4-16 All 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.
- 4-17 No more than one monument, double marker, double tablet or other memorial which will occupy a monumental position on a lot, will be permitted to be erected per lot. The said lot to be determined from the official plats and records of Oak Lawn Cemetery on file at the cemetery office.
- 4-18 All markers to be set on a lot as platted or which is 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: one foot in width, two feet in length, and one foot in height, except
1. Where markers are to match markers already on a lot.
 2. When slant-faced single markers are used: Then the maximum size allowed will be: one foot in width, two feet in length, and sixteen inches in height.
 3. In Single Grave Section, Block J, where the maximum size allowed will be; ten inches in width, twenty inches in length, and six inches in height.
- 4-19 The maximum size for markers in Babyland will be: sixteen (16) inches in length, eight (8) inches in width, and six (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.
- 4-20 All memorials which are determined as monuments, are to be leveled when set and the bases are to be securely pointed to the foundation.
- 4-21 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 midsummer, we will attempt to do so.
- 4-22 Lettering for mausoleum crypt fronts is to be done upon request after final payment, or upon death after crypt purchase and the final payment is made. (The cost of lettering is included in the purchase price.)
- 4-23 No mausoleum, crypt, mausoleum work 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.
- 4-24 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 thereof to take such steps as necessary to place the structure in satisfactory condition. If such 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 thereof shall be charged to the owner or constitute a lien upon the lot or lots. Any such charge resulting from such action, remaining unpaid for a period of six months or more, will prohibit the owner from any subsequent services provided by the cemetery until at such time the lien is satisfied.

- 4-25 The Board of Oak Lawn Cemetery shall reserve the right to refuse the permission for the erection of any memorial which on account of size, design, kind or quality of stone, is in their opinion unsuited to the lot or lots, or the location on which it is to be placed.
- 4-26 The Rules and Regulations of Oak Lawn Cemetery governing foundations, monuments, markers and memorials, are available to all wishing them, and 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.

SECTION 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. Lot designated for monuments must have a monument with a base. Maximum monument size is 54 inches long, 14 inches wide and 36 inches high.
 - b. Lots designated for flush markers may have either two flush single markers, maximum size 24 inches long, by 12 inches wide. Or one flush double marker, maximum size 44 inches long by 13 inches wide.
 - 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. Vases permanently attached to the base of the monument are allowed.
 - e. Each grave space is permitted one moveable pot of flowers, not to exceed ten (10) inches in diameter.
 - f. Each monument is permitted one saddle arrangement.
 - g. Tripods and other anchored decorations are allowed only during the winter months.
 - h. No plantings other than those made by the cemetery are permitted.

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. Only flush markers are allowed.

Retractable urns are encouraged; one (1) permanent urn will be allowed per lot and must be placed on a cement pad installed by the cemetery.

This section is also available to families that wish to remember those who have donated their bodies to science.