

**RULES and REGULATIONS
GOVERNING
MAPLE GROVE CEMETERY
FINDLAY, OHIO
June, 2018**

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RULES and REGULATIONS

Section I General Rules

Office hours are 1:00 PM through 5:00 PM weekdays, except weekends and holidays. Gates will be closed from April 1 through September 30 at 8:00 PM, and from October 1 through March 31 at 6:00 PM. No person will be allowed to remain on the cemetery grounds after gates are locked.

No person will be permitted to disturb the quiet or good order of the place in any way. All proprieties, due to the sacred character of the grounds, should be observed and will be enforced on all occasions.

No person under the age of sixteen (16) years shall be permitted within the confines of Maple Grove Cemetery unless accompanied by an adult.

No person shall be permitted within the confines of Maple Grove Cemetery unless they have proper respect of the dead.

No gratuity shall be paid to any employee of the cemetery for any courtesy extended to visitors, or for any other reason.

Riding bicycles or driving automobiles are permitted only on the cemetery streets provided for that purpose. Automobiles may be driven no faster than a speed of 10 miles per hour.

City Council passed an ordinance in 2004 stating that no persons shall walk dogs in Maple Grove Cemetery, except for assistance dogs.

Current prices for services are available at the Cemetery Office.

SECTION II

Purchase and Use of Lots

Persons desiring to purchase lots are invited to visit the cemetery and make their selections. The Public Works Director or Cemetery Clerk will point out lots for sale, and give information as to prices. Lots will not be sold in unplatted ground, nor before the price for the section is fixed by the Service Director.

Deeds will be issued for lots sold when total purchase price is paid. An order for purchase will be made out in the Cemetery Office and the total amount collected for the purchase of the lot. A request is made electronically by the Cemetery Clerk and the deed is printed by the City Clerk. After obtaining the proper signatures, the deed will be issued to the purchaser by mail. The amount collected at the Cemetery Office for the purchase of the lots will be receipted and turned into the Auditor's office with the daily receipts. Sale or transfer of ownership in lots shall require the permission of the Public Works Director and Service Director, so that proper records may be kept. If an individual or lot owner shall die without known heirs or devisees, his lot shall revert to the City and if there be no graves or monuments thereon, may be resold.

All persons purchasing burial lots shall comply with the Rules and Regulations of the cemetery and of such as may, from time to time, be adopted by the Service Director.

Lot owners shall not use their lots for any other purpose than for a place of burial for human bodies or cremains and erection of monuments or markers to their memory.

Each grave can accommodate a single full body vault. In addition, a total of three cremations can be buried on the top of an existing vault at the head, center and foot of the grave. However, only one of these three will be allowed to be an urn of co-mingled cremains.

All interments, for which a deed of ownership has been issued, shall be restricted to the immediate member of the family, unless a written order is given to the Cemetery Office by the lot owner stating burial rights for a specifically named person. No disinterment shall be allowed without written permission from the Public Works Director and Service Director, and owner of lot or next of kin of the deceased.

Owners, who wish to change gravesites, must purchase the desired new lots and then bear the responsibility for the sale of the lots that they own. A file is kept at the Cemetery Office indicating those persons who wish to sell lots in the cemetery.

SECTION III Care of Lots

Any lot owner desirous of improving his own lot must consult with the Public Works Director, who will determine the grade and make such suggestions as he may deem necessary for the general welfare of the cemetery. Lot owners shall not raise their lots above the natural grade.

Fencing, hedges, coping or curbing of wood, brick, stone or mulch will be allowed so as not to infringe upon another person's lot and not to exceed 18" beyond foundation. The Public Works Director or Service Director must approve of all such decorations. Chairs, benches, or seats may only be erected on lots with sufficient areas to allow for them and must also be approved by the Public Works Director or Service Director.

Trees or shrubs, growing upon lots shall be removed, under the direction of the Public Works Director or Service Director, when not taken care of or when interference is caused to adjoining graves.

Trees or shrubs on any lot which become detrimental to adjacent lots or city owned walkways shall be trimmed or removed under the direction of the Public Works Director. No tree or shrub shall be planted or removed without review by the Public Works Director, whether located on a lot or on city property and must be of a preferred species determined by the Public Works Director.

Seeding of lots shall be done in the Fall provided six months have passed since interment.

Persons cleaning off their own lots, and cutting grass, must not leave the grass and rubbish on the walkways or other lots, but must remove the same to the trash containers provided by Maple Grove Cemetery.

The placing of globes, tumblers and other glasses on lots is prohibited. Cemetery employees are not responsible for breakage of any of these containers if they are placed on gravesites.

All flowers planted in ground must be adjacent (within 18") to markers and monuments and are not to interfere with adjoining graves.

A general clean up shall be conducted twice each year by cemetery employees. The City of Findlay reserves the right to determine what items should or should not be removed from the gravesite during these posted clean up dates. Spring clean up is scheduled to begin on Monday, the first week of March, weather permitting. Fall clean up is scheduled to begin on Monday, the last week of September. Signs are posted at both entrances to Maple Grove Cemetery indicating semi-annual clean up dates.

SECTION IV

Funerals and Interments

Funeral directors will be responsible for giving notice for the opening and closing of graves, and all associated services. No graves will be opened or closed, except on an order issued by the Public Works Director.

Graves will be opened and closed during regular working hours. Funeral Directors wishing to have work done during other than regular working hours will be subject to overtime charges for cemetery employees and may only do so with the prior approval of the Public Works Director or Service Director. Requests for locations and laying out graves for burials shall be registered with the Cemetery Office 24 hours prior to beginning of work. Said request shall be filed during regular work week hours, not including weekends and holidays.

Funeral directors shall be responsible for the delivery and installation of vaults. The vault company contracted by the funeral home shall take all necessary precautions to leave the grounds undisturbed. Planking shall be used for equipment to avoid making ruts. Any ruts, grooves, or marks made by equipment shall be repaired before leaving the cemetery. It shall be the responsibility of the funeral directors to replace any items destroyed or repair any damage caused by their employees or their agents.

The vault company contracted by the funeral home shall lead the funeral procession from the cemetery entrance to the burial lot. Each interment will be overseen by the Public Works Director or his designee to ensure that the Rules and Regulations of the cemetery are observed.

Vaults shall be delivered to the cemetery on the day of an interment. The cemetery does not provide tents and/or lowering devices. Funeral directors must ensure that funeral processions arrive inside the entrance gates before 3:00 PM, so as to avoid additional charges. The list of charges for after-hours burials is on file at the Cemetery Office.

All burials on owned lots will be restricted to lot owners and their immediate family, except when a burial rights order has been written by the lot owner for another person to be interred. No order for burial can be issued, except upon notification from the lot owner through the funeral home.

A permit from the Board of Health shall be delivered to the Cemetery Office by the funeral director prior to the interment. This permit is for the purpose of recording the burial of the deceased and shall contain the persons' name, age, date of death, cause of death, and attending funeral home.

The Public Works Director will keep a record of all persons representing, or contracting with, funeral directors who do work at Maple Grove Cemetery. This list is updated once each year and kept at the Cemetery Office.

SECTION V

Monuments

The installation of monuments, headstones, markers, and benches along with the required foundations, shall be the responsibility of the lot owners and monument companies.

All installation of said monuments, headstones, markers and benches shall be placed at the head of the grave, unless it is a flat marker that is level to the ground and allows for the passing of mowers.

All installations shall be subject to the inspection and approval of the Public Works Director who shall enforce these Rules and Regulations.

Persons who wish to excavate for foundations are required to provide the Cemetery Clerk with proof of \$500,000 liability insurance naming the City of Findlay as an additional insured party. All work on foundations and monuments shall take place during regular cemetery working hours with a Cemetery foreman or his designee present. The Public Works Director or his designee will locate all foundations, and will require 24 hours' notice prior to the beginning of work.

To provide as much stability as possible, recent interments must be allowed to settle for a minimum of six (6) months before a foundation can be poured

All foundations are to be built of solid concrete, constructed of good quality limestone and shall be of the following dimensions:

<u>Surface Size</u>	<u>Minimum Depth</u>
Up to 1' x 2'	30"
Up to 1' x 4'6"	40"
Over 1' x 4' 6"	48"

A minimum 4" margin is required around all foundations, which shall be true and level, and shall not project above the surface of the ground.

Foundations for 10' graves shall not exceed 24" in width and 48" in length including margins. Foundations for 11' graves shall not exceed 30" in width and 48" in length including margins.

No base-stone shall be set other than level. The work must be cut so as to fit properly on a level base. All stone work shall have the surface next to the foundation bedded off, or squared sufficiently true and level to allow every part to be in contact with the foundation.

The use of spawls between base-stone and foundation, or the removal of any part of the foundation to accommodate irregularities or other defective workmanship in the base-stone, will not be allowed.

No marker, or other stone, should be set in a socket or with a dowel. No monument or marker manufactured from cement or porcelain will be allowed to be erected in the cemetery.

Exceptional or out of the ordinary markers or stones, or materials used to make these markers or stones, must be approved in advance by the Public Works Director or Service Director.

The Public Works Director is directed not to permit monuments or other material to enter the grounds in wet weather. No work will be allowed to be delivered or set in the spring until the ground has fully settled and is in proper condition.

If any monument or effigy, or any structure whatever, or any inscription be placed in or upon any lot, which shall be determined by the Public Works Director or the Service Director to be offensive or improper by community standards, he shall have the right and it shall be his duty, to enter upon said lot and remove said offensive object or objects.

Maple Grove Cemetery shall not be responsible for the sinking of foundations that may occur after a burial. The purpose of the cemetery grounds is for the burial of deceased persons, and any markers or monuments installed as a pre-need may, in fact, be disturbed by the burial. The owners of lots are responsible for any foundation repairs or replacements that may be needed.

Damage to cemetery roads, stones, monuments, buildings or grounds, will be the responsibility of the contractors causing the damage. Failure to repair such damage will result in revocation of their performance bond.

Private Trust Funds Provision for the Perpetual Care of Lots

The Service Director will receive, in trust, from the proprietor, owner, relative, heir or agent of the owner of any cemetery lot, a sum of money which, in the judgment of the Service Director, is sufficient to produce an income sufficient to provide continuous and perpetual care for such lots, and will turn over to Council of City of Findlay, said sum of money for such purposes under his control.

The Service Director and the Council of the City of Findlay shall pledge the faith and the credit of the corporation to forever hold such money received as interest on the funds, sufficient to provide perpetual care of the lot or lots as agreed by the Service Director.

The Council and its successors shall invest and keep invested such funds in interest bearing debts of the City, if any, and if no such debts as owing by the City, in safe interest bearing bonds, or trust accounts within the State of Ohio, authorized by law to accept deposits and which are subject to inspection by either the United States or State of Ohio.

A special accounting of said trust fund shall be kept by the Cemetery Office, as well as the City Auditor and said funds shall be credited annually, with the net income thereof, and charged with the amount expended for care of such lot or lots and any surplus, remaining out of said income, shall be retained in said fund uninvested until it becomes necessary to expend the same in the care of said lot or lots.

A list of all such lots shall be kept at the Cemetery Office and it shall be the duty of the Public Works Director to make a general inspection of these lots each year and report to the Service Director the condition of each lot, and an estimate of the expenditure necessary for its proper care.

SECTION VII

Indigent Burials

Information regarding indigent burials can be obtained at the Cemetery Office. A request of an indigent burial must be picked up at the Cemetery Office and filled out by a family member or close friend claiming the body. This form requires all the pertinent data necessary to determine whether the deceased is eligible for indigent burial status. This request must be submitted to the Cemetery Office at least two days prior to the burial and must be approved the Public Works Director and Service Director or Mayor, before the deceased can be buried as an indigent.

Once this request is approved, the deceased person shall be buried in the appropriate indigent section of Maple Grove Cemetery. Burial in this section is mandatory for burial indigent status to apply. Opening and closing fees for the burial of ashes shall be waived. The funeral home involved will receive \$750.00 for burial services of an adult indigent person who has been cremated.

SECTION VIII

Veterans' Section

The Veterans' Sections I and II are completely filled. Veterans' Section III had been located in Block 47 across the road from Veterans' Section II. An agreement was made between the Hancock County Commissioners, the Hancock County Veterans' Service Commissioners, and the City of Findlay to allow the previously planned Veterans' Section III to be moved to the new southwestern addition of Maple Grove Cemetery and be located in Block 54. This new section allows for a total of 160 graves for military burials of indigents. The remaining graves in that section allow for veterans and their spouses to purchase gravesites together for interment, if desired.

Families who had previous burials in Veterans' Section III in Block 47 were contacted and were offered the opportunity to have their relative relocated to the new section (Block 54) if they so desired.

The west end of Section 54 has three flagpoles erected by the Hancock County Veterans' Service Commissioners to the memory of all who served from Hancock County.

Veterans' Section III in Block 54 (160 military burial sites) is restricted to have no larger than a 24" x 12" bronze marker installed at each burial site.

All indigent veteran burial requests must be approved by the Hancock County Veterans' Service Commission.