

Saint Colman of Cloyne Catholic Cemetery

Rules and Regulations 2016

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HISTORY AND GENERAL INFORMATION ST. COLMAN CEMETERY

The history of the Cemetery begins in the spring of 1871 with the purchase of a small lot on a knoll lying just north of what was then the Cincinnati and Muskingum Valley Railroad right of the way on what is now the east side of South Elm Street. This is the section in the Southeastern corner of the grounds where burials soon began.

On October 24, 1871, three and five-eighths acres of additional land were purchased for \$1,093 adjoining the original purchase, which was then outside the corporation limits and was accessible only by a rural lane and railroad hand cars. By April 1872, on the highest point of this property, a two-story brick church, 40X60 feet with the altar facing east was about “half built” and later that year was dedicated.

Thirteen years later, the 1885 tornado (cyclone) destroyed the church leaving only part of the tower and wall standing. By that time, a new church had been built on the corner of South North and East Streets which was demolished by the same tornado. In 1916, the cemetery church ruins were removed and a large stone cross monument was erected on the spot on June 19. By 1890, the cemetery ground had been laid out in lots following major improvements made during the previous decade.

There are 35 veterans from every major war buried here. One veteran, who served in both WWI and WWII, earned numerous rewards including the French Croix de Guerre. As it is a private cemetery, the St. Colman Church Parish is completely responsible for the maintenance of the property.

The Trustees of today are ever mindful of the Resurrection of the Body, the Communion of Saints and Life Everlasting, and diligently safeguard this blessed resting place of the faithful departed.

Questions and suggestions are welcomed and should be forwarded in writing to the Secretary of the Board at St. Colman Parish Office. It is the intent of those in charge of the operation of our

cemetery to carry on with the dedication, tradition and resolve of our forebears.

In this we seek the blessings of our Father Almighty and the understanding and cooperation of the parishioners we serve.

St. Colman Catholic Cemetery Board

My Dear Brothers and Sisters in Christ:

As people of faith who are inspired by belief in eternal life, we in the Catholic Church are committed to treating the faithful departed with a profound respect. This deep reverence is a reflection of our belief in the doctrines of the resurrection of the body, the communion of saints, and life everlasting, giving witness to the fact that our faith is perpetual and unbroken by death.

Inspired by this spirit, the Church of Columbus has set aside sacred places in which our departed brothers and sisters may be laid to rest and await their glorious Resurrection. Here in the Diocese of Columbus, we are fortunate to have Catholic cemeteries staffed by understanding and compassionate men and women who are dedicated to assisting our people in time of need. They also strive to care for these sacred places in a way that maintains their natural beauty and spiritual environment.

It is my hope that the following pages will provide you with helpful information and remind you of the valuable services our cemeteries offer. They also provide you with information about the regulations that govern our Catholic cemeteries. I invite you read these pages so that you can be aware of the purpose of these regulations and better understand how you can help maintain the sacred character of our cemeteries.

Sincerely in Christ,

A handwritten signature in cursive script that reads "F. F. Campbell". The signature is written in dark ink and is positioned to the left of the typed name.

Frederick F. Campbell, D.D., Ph.D.
Bishop of Columbus

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**RULES AND REGULATIONS
OF
SAINT COLMAN OF CLOYNE CEMETERY
Effective January 2016**

For the mutual protection and benefit of lot holders in Saint Colman Cemetery, the Board of Trustees of St. Colman Cemetery, hereby adopts the following rules and regulations. All lot holders and persons within the cemetery and all lots shall be subject to the rules and regulations and such amendments, alterations, or additions as shall be adopted in the future by the Board of Trustees of St. Colman Cemetery. The reference to these rules and regulations in the document conveying the right of interment shall have the same force and effect as those printed in this book.

Finally, these rules and regulations are patterned after national guidelines established by the National Catholic Cemetery Conference and are enacted with the approval of the Diocesan Director of Cemeteries.

**I
DEFINITIONS**

- 1-A The management of the cemetery is vested in the Board of Trustees, members of which are appointed by the pastor of St. Colman parish in Washington Courthouse. The purpose of the Board is to administer the operation of the cemetery.

- 1-B The term ‘care’ shall mean that General Care of the Cemetery as herein defined.

- 1-C The term ‘Cemetery’ as used herein shall mean all properties held and being used, or to be used, for interment as well as all

properties used for related purposes such as roadways, walks and buildings.

- 1-D 'Grave' shall mean a space of ground in the Cemetery used for the burial of human remains.
- 1-E By the term 'Interment' is meant burial in the earth.
- 1-F The term 'Lot' shall include and apply to one or more than one adjoining grave.
- 1-G The term 'Lot Holder' shall include a person or persons who have purchased interment burial rights or who hold same by right of inheritance or transfer.
- 1-H The term 'Memorial' shall include monument, tombstone, headstone or grave marker, for one or more deceased persons.
- 1-I 'Vault' shall mean an outer container of steel or steel reinforced concrete used for the protection of the casket and to eliminate problems that occur when the earth settles after a grave is filled.

II PURPOSE OF CEMETERY

- 2-A The Catholic Cemetery is intended for the interment of baptized Catholics or inactive Catholic members who are entitled to Christian burial according to the rules of the Roman Catholic Church.

Interment of non-Catholic members of a Catholic family will be permitted under most conditions as the Church does not wish to separate in death those who were united in life, but some interments shall be subject to permission from the Board. The Board reserves the right to permit burials of other non-Catholics who have demonstrated a personal connection with the cemetery.

III ADMISSION TO CEMETERY

- 3-A The Board reserves the right to refuse admission to the Cemetery to any persons who are not there for the sole purpose of burying the dead, visiting a grave or paying respects to the memory of the dead.

IV ARRANGEMENTS FOR FUNERALS AND INTERMENTS

- 4-A The Board may require those wishing to make a selection of a lot for immediate interment or to arrange for a funeral or interment to come to the parish office in ample time to complete arrangements.
- 4-B The Board at its discretion reserves the right to deny permission for burials on Sundays or National Holidays. A surcharge may be levied if such permission is granted.

- 4-C Funerals shall not be admitted to the Cemetery when they are escorted or accompanied by societies, organizations, or lodges banned by Church law. Certain fraternal or lodge services not otherwise forbidden by Church Law may be permitted by the Board, provided specific permission is obtained a reasonable time in advance.
- 4-D The Board may accept a request for an interment or opening of a grave with proper written authorization from any lot holder of record, unless there are written instructions to the contrary on file in the parish office.
- 4-E The Board shall not be responsible for any interment information or instructions given by telephone or any mistake occurring from the want of proper instructions as to the size of the casket or as to the particular grave location where interment is to be made. The Board reserves the right to make an equitable charge whenever additional labor costs result from such mistakes.
- 4-F The Board shall be in no way liable for any delay in the interment of a body where a protest to the interment has been made, or where the rules and regulations have not been complied with, or where the rules and regulations shall forbid such interment.
- 4-G Neither the Board nor the parish staff of St. Colman shall be held responsible for not being notified by the funeral home or family that a burial is to take place.

V
INTERMENT PROCEDURE

- 5-A All funerals upon entering the Cemetery shall be under the exclusive charge and sole direction of the Board or their designated agent.

- 5-B A Burial Permit for each funeral as required by the local Government or public authority having jurisdiction in the matter must be presented to the St. Colman Office Manager before interment is completed.

- 5-C The Board shall not be liable for obtaining any burial permit or responsible for the accuracy of the data contained in such permit or for the identity of the person to be interred.

- 5-D The casket may not be opened at any time within the Cemetery without the express permission and in the presence of the Cemetery Board. The Cemetery Board reserves the right to refuse permission to anyone to open the casket or to touch the body without the consent of the legal representative or heirs of the deceased or without a Court Order. When it has been approved by the Cemetery Board, a casket may be opened by a funeral director.

- 5-E No disinterment or removal shall be allowed except with the permission of the Board and with written authorization of the lot holder and nearest of kin and with proper legal procedure. All requests for disinterment must be made through the Parish Office. All health

department permits and any other permits and paperwork will be provided by those requesting interment.

5-F The Board shall exercise due care in making a disinterment and removal but it shall assume no liability for the damage incurred to any casket or vault in making the disinterment and removal. The disinterment must be done by the Cemetery Board or their designated agent.

5-G The Cemetery Board shall have the right to designate the hour and manner in which interments, disinterments and removals will or will not be permitted. All interments, disinterments and removals shall be subject to the payment of such charges as shall be fixed by the Board.

Because of increased labor costs, funerals arriving after three p.m. may be assessed a fee, dependent on time of arrival.

5-H Besides being subject to these rules and regulations, all interments and removals shall be subject to the orders and laws of the city, county and state.

5-I Equipment owned or operated by the Board or their designate shall be used exclusively in making interments, disinterments and removals.

- 5-J All fees are to be paid at the time burial or disinterment arrangements are made at the Parish office.

VI CORRECTIONS OF ERRORS

- 6-A The Board reserves, and shall have, the right to correct any errors that may be made by it either in making interments, disinterments or removals, or in the description, transfer or conveyance of any interment rights or lot, either by cancelling such conveyance and substituting and conveying in lieu thereof other interment rights or lot of equal value and similar location as far as possible as may be selected by the Board or at the sole discretion of the Board, or by refunding the money paid on account of such purchase. In the event any such error shall involve the interment of the remains of any person in any lot, the Board reserves and shall have, the right to remove and reinter the remains in such other lot of equal value and similar location as may be substituted and conveyed in lieu thereof.

VII INSTRUCTIONS TO LOT HOLDERS AND LOT HOLDERS' RIGHTS

- 7-A Persons arranging for interments are encouraged to visit the Parish office where the Office Manager will aid them in making the necessary arrangements.

- 7-B The Board reserves the right to specify the terms of all burial rights in lots.
- 7-C Should the lot purchaser fail to pay or carry out the terms of the purchase agreement, the Board may declare the agreement cancelled and all burials rights of the purchaser in and to the lot forfeited.
- 7-D To facilitate mowing and the schedule of the cemetery staff, no curbing, coping, fencing, hedging, borders or enclosures shall be allowed around a monument or grave. No stone, gravel, marble chips, real or simulated, shall be allowed on a lot. Fine mulch and peat moss are permitted. The Board reserves the right to remove same if so erected, planted, or placed.
- 7-E All grave interments shall be made with outside liner, burial vault or combination casket/vault container, which meet cemetery standards.
- Size A infant interments require no vault or outside liner.
- 7-F The remains of one human being only shall be interred in one grave unless such grave has been purchased with written agreement, or unless permission is granted by written consent of the Board, that more than one body may be interred and provided proper identification is made of such interment or interments in one regulation grave. In case of cremation, more than one set of cremains may be interred with Board prior approval.

- 7-G The use of the lot is for the lot holder or lot holder's relatives, subject to the written consent of the lot holder, if requested by the Board, for interment purpose only and not for resale or profit.

By special permission of the Board, a person not a member of the lot holder's family may be interred in the lot, subject to the written consent or instructions of the lot holder. Any consent of a lot holder permitting a non-family member to be buried on his/her lot must be approved by the Board in advance and recorded in the Parish Office.

In cases where the lot holder lives in another city, permission for an interment on the lot may be given over the telephone. This is permitted to avoid undue hardship to the lot holder. However, the Cemetery Board will not accept responsibility for any errors that occur as a result of such phone calls. Arrangements will not be considered complete and valid until the lot holder follows the phone call with a written permission for the interment.

- 7-H In the event of death of a lot holder any and all privileges of the lot holder shall pass to the lot holder's heirs in the following manner.

1. The spouse of a holder of any lot containing more than one interment space has a vested right of interment of his/her remains in the lot.
2. If the lot holder shall have filed written instructions that are legally sufficient with the

Board as to which member or members of his/her family shall succeed to the burial rights of the lot, the instructions will be recognized by the Board and will be followed if in the judgment of the Board such instructions are definite, reasonable and practicable, subject however, to a vested right of interment of the surviving spouse.

3. If no valid or legally sufficient written instructions shall have been filed in the office or if valid and legally sufficient instructions are in conflict with a later will and the lot holder has left instructions in the will, duly admitted to probate in a court having jurisdiction thereof, subject, however, to a vested right of interment of a surviving spouse, such instructions shall control provided they are not in conflict with the Cemetery rules and regulations then in force and provided the Parish Office is furnished with proof of the same.

4. In the absence of valid and legally sufficient written instructions filed at the Parish Office by the lot holder, or a duly probated will, the rights of interment shall devolve upon those entitled to succeed thereto by the laws of succession of the State of Ohio.

5. In a conveyance of two or more persons as joint tenants, each joint tenant has a vested burial right of interment in the lot conveyed. Upon the death of a joint tenant, the title to the lot held in joint tenancy immediately vests in the survivors, subject to the vested right of interment of the remains of the deceased joint tenant.

6. An affidavit by a person having knowledge of the facts setting forth the fact of the death of the owner and the name of the person or persons entitled to the use of the lot is complete authorization to the Board to permit the use of the unoccupied portion of the lot by the person entitled to the use of it.

7. An affidavit by any person having knowledge of the facts setting forth the fact of the death of one joint tenant and establishing the identity of the surviving joint tenants named in the burial rights to any lot filed with the Board is complete authorization to the Board to permit the use of the unoccupied portion of the lot in accordance with the direction of the surviving joint tenants or their successors in interest.

7-I Graves or lots may be returned to the Church under the following conditions.

1. Properly notarized statements to show proof of burial rights must be submitted to the Cemetery Board. The deed must be submitted to the Cemetery Board.

2. Grave speculation, that is the resale of grave spaces for profit, is not permitted.

3. Reimbursement for returned lots will be made at the original purchase price.

4. Lot owners may also donate unused lots back to the Cemetery.

7-J The Board reserves the right to require any written instructions or permits from the lot holder or the lot holder's rightful heirs to be notarized.

VIII SERVICES CHARGES AND PAYMENTS

8-A The Board shall have the right to establish a charge and time of payment for each interment, disinterment, removal, lot transfer or return, and for the performance of any other service rendered by the Cemetery Board, and for all work in connection with such service as shall be subject to the determination and supervision of the Cemetery Board.

IX RIGHT TO REPLAT

9-A The following rights and privileges are hereby expressly reserved to the Board to be exercised at any time for the erection of buildings, or for any purpose or use connected with, incident to, or convenient for, the care of, preservation of, or preparation for the disposal or interment of, human remains or other cemetery purpose:

1. To resurvey, enlarge, diminish, survey, alter in shape or size, or otherwise to

change all or any part or portion of the Cemetery.

2. To lay out, establish, close, eliminate, or otherwise modify or change the location of roads, walks or drives, provided that ingress and egress to and from any lot is preserved or is allocated to the lot holder.

9-B The following rights and privileges are hereby expressly reserved to the Board, to be exercised at any time:

1. Easements and rights of way over and through all of the Cemetery premises for the purpose of installing, maintaining and operating pipe lines, conduits, or drains for sprinklers, drainage, electric or communication lines or for any other cemetery purpose.

X

NO INTERMENT RIGHTS

- 10 No right of interment is granted to any lot holder in any road, drive or walk within the Cemetery, but roads, drives or walks may be used as a means of access to the Cemetery and its buildings as long as the Board devotes roads, drives or walks for that purpose.

XI

USE OF CEMETERY

- 11-A VISITORS – Visitors within the Cemetery shall use only the avenues, roads, and walkways, unless it is necessary to walk on the grass to gain access to the lot. The Board

has no liability for any injuries sustained by anyone accessing a grave.

- 11-B TRESPASSERS – Only the lot holder and his/her relatives or friends shall be permitted on the cemetery lot. Any other person thereon shall be considered a trespasser, and the Board shall owe no duty to said trespasser to keep the property, or the memorial thereon, in a reasonable safe condition.
- 11-C CHILDREN – Children under sixteen years of age are not permitted within the Cemetery unless accompanied by adults legally responsible for them.
- 11-D ANIMALS – Pets shall not be allowed in any part of the Cemetery with the exception of service animals.
- 11-E LAWNS – Lawns shall not be disturbed for any purpose except under the supervision of the Board.
- 11-F ORNAMENTS AND FLOWER VASES – The right is reserved to regulate the method of decorating lots so that uniform beauty may be maintained. The use of shells, toys, metal trim and glass ornaments, jars and containers, solar lighting shall not be permitted on any lot and such articles shall be removed by the Cemetery Board. Permanently placed flower vases must be part of the monument.
- 11-G NOT LIABLE FOR FLORAL PIECES OR VASES – The Cemetery shall not be liable for any flowers or floral containers placed at the grave on the day of the funeral nor for any

other flowers or floral containers placed for the memorialization of a grave at any time after the interment.

- 11-H REMOVAL OF FLORAL CONTAINERS OR FRAMES – The Board reserves the right to remove any flowers, containers, or floral designs, when they detract from the beauty of the Cemetery.

- 11-I MOTOR VEHICLES – Automobiles, funeral coaches and trucks must be kept under control at all times and at no time shall such vehicles drive through the gates or within the cemetery at a speed in excess of 15 miles per hour. Automobiles are not permitted to park or come to a full stop in front of an open grave unless such automobiles are in attendance at the burial. It is prohibited to park or leave any motor vehicle on any road or driveway within the Cemetery at a location or in a position as to prevent any other vehicle from passing, and if so parked or left, the Cemetery Staff may remove the vehicle at the owner’s expense.

- 11-J BICYCLES, MOTORCYCLES AND SNOWMOBILES – The Board reserves the right to refuse admission to the Cemetery to bicycles, motorcycles and ATV’s. Snowmobiles are not permitted to be in the Cemetery.

- 11-K ARTIFICIAL FLOWERS AND GRAVE BLANKETS – The Board will permit artificial flowers to be placed on the graves from

November 15 to March 15. Grave blankets may be placed on the grave beginning the Sunday before Thanksgiving until March 1.

XII CONDUCT IN CEMETERY

- 12-A **PERSONAL CONDUCT** – Idling, loafing, loitering or any boisterous demonstrations within the Cemetery or any of its buildings is prohibited.

- 12-B **RUBBISH** – Throwing of rubbish on roads, driveways, paths, walks or any part of the grounds or in the buildings is prohibited. Receptacles for waste material are located at convenient places.

- 12-C **PICNICKING** – Picnicking by visitors within the cemetery is prohibited.

- 12-D **DRUGS AND ALCOHOLIC BEVERAGES** – Illegal drugs and alcoholic beverages are not permitted within the Cemetery.

- 12-E **FLOWERS AND SHRUBS** – No one shall pick any flowers or break any branches, or remove, injure, or cut any tree, plant or shrub owned by the Cemetery.

- 12-F **PEDDLING OR SOLICITING** – No one shall be permitted to peddle flowers, plants or any other article or item, or to solicit the sale of any commodity, or solicit signatures for any petitions whatever within the Cemetery unless authorized in writing by the Board and under its direct supervision.

- 12-G SIGNS AND ADVERTISING – No signs, notices or advertising of any kind shall be allowed within the Cemetery except those placed by the Board.
- 12-H IMPROPER ASSEMBLAGES – The Board reserves the right to forbid and prevent assemblages which it deems improper.
- 12-I METAL DETECTORS – Metal detectors may not be brought onto the property belonging to St. Colman Cemetery. This prohibition applies to both the vacant land and to the land containing graves. Cemetery staff, however, may locate pins and unmarked graves in the course of their work.

XIII GRADINGS AND IMPROVEMENTS

- 13-A All gradings, landscaping and improvements of the Cemetery will be made by the Cemetery Board. Planting of flowers by lot holders is permitted according to the type of burial rights purchased. Planting of fruits & vegetables is prohibited. Certain types of flowers and shrubs are not appropriate and may be dangerous or a maintenance hazard when planted on the lot (e.g. rose bushes, ivy of any kind). It is the lot holder's responsibility to consult the Cemetery Board before planting. Lot holders may not plant trees without prior approval of the Board.
- 13-B Any flowers and shrubs not planted in accordance with Cemetery rules will be removed. Flowers planted in the ground must

be planted next to the monument. Planters may be used as long as they are plain in shape (no deer, lambs, frogs, etc.) and without wording or colored designs. They must be placed next to the monument. Plain metal vases and plain clay flowerpots may be used if placed next to the monument. The lot owner will be notified at his or her last recorded address at the office of any overgrown flowers or shrubs. If the lot holder fails to correct the conditions within two weeks, the Cemetery Staff will remove the flowers and shrubs at the expense of the lot holder.

Artificial flowers/foilage, vine wreaths and Christmas decorations are permitted from November 15th until March 15th only. From March 15th until November 15th, only live flowers/foilage may be used.

The following items may not be used at any time:

- bird houses/feeders
- wind chimes, bells
- toys
- ribbons, streamers
- balloons
- knick-knacks
- arts and crafts items
- lawn and garden decorations
- shells
- plant holders or hangers, or plant containers designed to be hung
- glass or crockery containers
- cards, photographs, messages
- Christmas trees, ornaments, gifts, Easter baskets, etc.
- Plaques

- Solar lights or reflectors, regardless of shape or design
- Buckets
- Statues, busts or figurines

**XIV
CEMETERY HOURS**

- 14 The Board shall have the right to establish the opening and closing hours of the Cemetery.

**XV
OUTSIDE WORKERS**

- 15 No workmen, other than employees of the Board, will be permitted to work in the Cemetery unless authorized in writing by the Board.

**XVI
EMPLOYEES**

- 16-A Cemetery employees are not permitted to do any work for lot holders, except upon the order of the Board, but are required to be courteous to all visitors.
- 16-B Under penalty of immediate dismissal, no Cemetery employee shall receive any fee, gratuity, or commission, directly or indirectly, except from the Board.

- 16-C The Board shall have the right to maintain guards if in its discretion it deems it necessary, but is under no legal obligation to do so.

XVII LOSS OR DAMAGE

- 17-A The Board disclaims all responsibility for loss or damage from causes beyond its reasonable control. The Board may direct that the repairs be made and charge the expense against the lot and to the lot holder of record at the discretion of the Board.
- 17-B Lot holders are advised that memorials are not cemetery property but remain the personal property of the lot holder. Therefore, the memorial should be insured under the lot holders' home owners insurance policies.

XVIII LOT HOLDERS' CHANGE OF ADDRESS

- 18 It shall be the duty of the lot holder to notify the Board of any change in his post office address. Notice sent to a lot holder at the last address in the Cemetery records shall be considered sufficient and proper legal notification.

XIX CARE

- 19-A 'Care' is to be understood as that care and maintenance of lots necessitated by natural growth of grass and trees or shrubs owned by the Cemetery, and includes planting, cutting, and care of lawns, trees, and shrubs and the cleaning and maintenance of roadways and walks. There shall be no further perpetual care obligations. The Cemetery is maintained in "perpetual care" and funds previously designated for "perpetual care" are now considered in the general fund for operation of the cemetery.
- 19-B The term 'Care' shall in no case mean the maintenance, repair or replacement of any memorial placed or erected upon any lot; or the planting of flowers or ornamental plants; nor does it mean the reconstruction of any marker on any section of a lot; or any damage beyond the Board's reasonable control.
- 19-C In addition to ordinary care, any special services must be approved by the Board. Those specific services may not be inconsistent with the purpose for which the Cemetery was established or is being maintained.

XX MEMORIAL AND RULES FOR MEMORIAL WORK

- 20-A Memorial dealers shall abide by all the rules and regulations of the Cemetery.

20-B The Board reserves the right at all times to approve the type, size, design, symbolism, craftsmanship, quality and material of memorials, inscriptions, monuments or markers placed or to be placed in the Cemetery. All memorials are subject to the approval of the Board prior to placement, and acceptance or rejection shall be based upon such approval.

20-C All monuments, including footstones and headstones, to be set in St. Colman's Cemetery must first be approved by the Board of Trustees. This approval applies to the monument itself, as well as to all design elements and wording.

Cards and such may not be affixed to a finished monument, nor may other embellishments or alterations be made. Benches are permitted only if they are part of the monument itself

Flags: United States flags, issued by the Veterans Service Commission and mounted in the Service Commission's official bronze holder, may be placed on the graves of those veterans qualified by the Veterans Service Commission. Only one flag per veteran is allowed.

Flags issued by the Washington Courthouse Police Department, may be placed on the graves of police officers qualified by the Department.

Flags issued by the Washington Courthouse Fire Department, may be placed on the graves of firefighters qualified by the Department.

No other flags, or banners, bunting, pennants or similar decorations can be used.

- 20-D The Cemetery Board reserves the right to establish the days and hours when a permit may be obtained and when any memorial may be delivered to the Cemetery.
- 20-E All memorial work, or placement or removal of any memorial, shall be on the written order of the lot holder, or by a person or persons who are legally authorized to make such decisions and with prior approval by the Board.
- 20-F The Board reserves the right to fix charges for memorial foundations, memorial permits, placement or removals, and the right to demand that the charges be paid in advance and before the work is done.
- 20-G A detailed plan and design of all memorials drawn on the Cemetery application form or attached to it, must be submitted to the Parish Office Manager for approval before permission will be issued, and no memorial shall be erected until checked, approved, and accepted by the Board. If the memorial does not conform in every detail to the approved design it shall be the sole responsibility of the dealer to return the memorial to his own place of business and to correct any errors or deficiencies in workmanship and material.
- 20-H The location and position in which a memorial is to be placed or erected on a lot shall be entirely subject to the approval and under the supervision of the Cemetery Staff.
- 20-I Each grave shall be permitted only one specific form of memorialization if the number of grave spaces qualifies for a family monument.
- 20-J Non-Cemetery employees, in placing or erecting monuments and other structures, or bringing in

materials in regard to such work, shall operate as independent contractors, but must do so under permission from the Board, and under its supervision. Non-Cemetery employees must provide proof of workman's compensation and liability insurance before beginning any work on the Cemetery property.

- 20-K Non-Cemetery workers engaged in placing or erecting monuments or other structures, are prohibited from scattering their material over adjoining lots, or from blocking roads, or walks, or from leaving their materials on the grounds longer than is absolutely necessary.
- 20-L Damage done to lots, walks, drives, trees, shrubs, or other property by non-Cemetery workers, dealers, or contractors, or their agents, shall be repaired by the Board; and the cost of such repair shall be charged to the dealer or contractor or to his principal.
- 20-M The Board or Cemetery Board reserves the right to stop all work of any nature, whenever, in its opinion, proper preparations have not been made, or when work is being done in such a manner as to endanger life or property; or when there is evidence of misrepresentation; or when work is not being executed according to specifications; or when any reasonable request on the part of the Board is disregarded; or when any person employed on the work violates any rule of the Board; or in the presence of a funeral.
- 20-N While the Cemetery Staff will exercise all possible care to protect raised lettering, carvings, or ornaments on any memorial or other structure on any lots, it disclaims responsibility for damage or injury beyond its reasonable control.

- 20-O The Board reserves, and shall have, the right to correct any error that may be made by its employees in the location or placing of a memorial in the Cemetery.
- 20-P Should any memorial become unsightly, dilapidated, or a menace to the safety of persons within the Cemetery, the Board shall have the right to correct the condition or to remove the same, without prior notice if the Board deems necessary, in either case at the expense of the lot holder. Under normal circumstances, two weeks' notice will be given before work begins provided the Cemetery has a current address of the lot owners or heirs.
- 20-Q When symbols are used on memorials, they must be of Christian origin and design.
- 20-R Duplicates of an older foot marker, as long as they are not marble, are permitted on the same family lot even if they do not meet current design specifications, as long as the design is not inappropriate to Christian teachings, or contrary to the sacred scriptures.
- 20-S Nicknames, when placed as a middle name, are permitted on memorials. The Board reserves the right to determine the acceptability of nicknames and their placement on the memorial.
- When the first name of a person appears to be a nickname, a baptismal certificate, a birth certificate or other legal document may be required for verification of the name.
- 20-T Artificially colored stone or the use of glass or stone chips is forbidden in the Cemetery.

- 20-U The size of any memorial or marker will be decided by the Board. Each section may have different size lots, and may not physically allow certain size memorials.
- 20-V While bronze designs may be permitted on some granite monuments, the Board discourages such designs because they tend to discolor with age and affect the color of the stone below the design.
- 20-W Soliciting of any kind within the Cemetery is not permitted.

XXI
PRIVATE MAUSOLEUMS AND TOMBS

- 21-A Private mausoleums or tombs either wholly or partially above ground shall not be permitted.

XXII
IN GENERAL

- 22-A The statement of any employee of the Board shall not be binding upon the Board except as such statement coincides with the document conveying the right of interment and these rules and regulations.
- 22-B The Board reserves the right, without notice, to make temporary exceptions, suspensions or modifications in any of these rules or regulations when, in its judgment, the same appear advisable and such temporary exceptions, suspensions or modifications shall in no way be considered as affecting the general application of such rule.

- 22-C In all matters not specifically covered by these rules and regulations the Board reserves the right to do anything which in its judgment is deemed reasonable, and consistent with the welfare of all lot holders, and such determination shall be binding upon the lot holder and all parties concerned.
- 22-D The Board reserves the right at any time to change, amend, alter, repeal, rescind or add to these rules and regulations or any part thereof or to adopt any new rule or regulation with respect to the Cemetery or anything pertaining thereto.
- 22-E From time to time as current rules and regulations may be amended or deleted, or as new rules and regulations may be added, they will be published on the web site. Such publication shall constitute the promulgation of new rules and regulations and will be binding upon all lot holders and visitors to the Cemetery effective on the date of publication.

SUMMARY OF GRAVE DECORATION RULES

SHRUBBERY PLANTING

No shrubbery is permitted unless approved by the Cemetery Board. There will be a fee determined at the time of approval for maintenance of the shrubbery. The Cemetery Board will charge a fee for planting shrubbery.

SHRUBBERY TRIMMING AND REMOVAL

The Cemetery will set the fees for trimming or removing shrubs owned by the lot holders. Only the Cemetery Staff may remove shrubs. In cases where, in the judgment of the Board, neglected or overgrown shrubs need to be removed, notice will be mailed to

the lot holder at the last address recorded in the cemetery records. If the lot holder does not make arrangements within two (2) weeks for the removal of the shrubs, the Cemetery will proceed with the removal and bill the lot holder.

FLOWER PLANTING

Flowers may be planted on lots. These may be placed on the front side of the monument and may extend out no more than ten inches. No flowers or plants may be extended at the rear of the monument. The Cemetery is not responsible for flowers whether planted or placed on the lot. Coarse bark mulch is not permitted.

CUT FLOWERS

Permanent flower vases are recommended for cut flowers. Any other kind of container must be set on the grave, never buried in the ground. Glass containers are not permitted. Cut flowers or potted plants may be used.

ARTIFICIAL FLOWERS

Artificial flowers, wreaths, blankets, etc., are permitted during the winter months only November 15 to March 15. They will then be removed by the Cemetery Staff in order to prepare for the grass cutting season.

FROM THE BOARD OF TRUSTEES

Please observe these rules and regulations to keep St. Colman Cemetery a proper and sacred place for the burial of our dead. Thank you for your cooperation.