

Woodvale Union Cemetery

Rules and Regulations

Approved by the Board of Trustees on



**7535 Engle Road
Middleburg Heights, Ohio 44130
www.woodvalecemetery.com**

Owned and Operated Jointly by the Cities of Berea and Middleburg Hts., Ohio

4/21/2010; Addendum 6/30/2010; Amended 4/20/2011, 9/12/2012, 1/16/2013 & 10/9/2013, Amended 11/20/2019

Table of Contents

Definitions	3, 4
History and Introduction	5
Enforcement of Rules and Regulations	6
Business Hours and Contact Information	7
General Rules	8
a. Visitation	8
b. Vehicles	9
Certificate of Ownership for Right of Interment	10, 11
Interments and Burial Arrangements	12
Vaults and Urn Requirements	13
Tent Policy	13
Pall Bearing Services	13
Disinterment	14, 15
General Decoration Information	16
Decoration Guidelines	
a. Graves/lots purchased prior to January 1, 2020	17
b. Graves/lots purchased after January 1, 2020	18
c. Winter decorations	19
d. Holiday decorations	19
e. Other decoration guidelines	20
Approved Flower Vases & Bouquet Holders	20
Planting of Trees and Shrubs	20
Solar Lights & Vigil Candles	21
Columbarium	21
Perpetual Care & Maintenance	22
Memorials	23
Temporary Markers	24
Foundation – Setting Fees & Delivery Guidelines	24
Inscriptions and Outside Contractors	25

Definitions

“Base” The lowest portion of a memorial upon which a monument or marker is installed. Dimensions: Length (Horizontal) x Width (Depth) x Height (Thickness).

“Bench” A commemorative style monument that is made of granite with engraving that is approve for use as a headstone or as a memorial to an individual.

“Bronze Plaque” Is a plaque mounted on a raised granite monument or it also can be mounted on a concrete foundation and placed as a ground level marker.

“Burial Permit” A burial permit is a document required to bury the remains of the deceased. It is required by law that cemeteries not perform a burial without a burial permit. If the deceased has been cremated a cremation certificate can be accepted in its place.

“Columbarium” Means an above-ground structure designed for the purpose of interring cremated human remains in niches. Each niche may hold one or two cremations the size of the urn will determine how many can be interred in one niche.

“Concrete Liner” or **“Vault”** A concrete liner/or a vault is mandatory for in-ground or earth burials of traditional casket interments in Woodvale Union Cemetery.

A Concrete Liner – The liner is installed for the purpose of cemetery maintenance and safety. Use of a liner ensures burial sections are level; allowing cemetery visitors, workers and equipment to pass over existing graves safely and to facilitate grounds care functions. A concrete liner will not prevent the entrance of water and other gravesite elements into the space occupied by the interred decedent.

A Vault – While a protective vault serves the same functional purpose as a concrete liner it also provides added protection for the interred decedent. The heavier, reinforced construction of a protective vault provides added protection against the weight of the earth above and surrounding the vault. In addition to improved structural strength the protective vault has a sealing lid and high impact ABS lining that combine to seal the vault and protect the interred casket and decedent for the entrance of water and other gravesite elements.

“Cremation Certificate” A certificate produced by a crematorium after a cremation is completed. A cemetery can accept the Cremation Certificate in place of the Burial Permit for cremated remains.

“Cremated Remains” or **“Cremains”** Human remains that have undergone the cremation process.

“Disinterment Permit” A required permit issued by the Probate Court of the county of where the cemetery is located must be applied for and issued prior to the removal and relocation of human remains in cemeteries.

“Flush (Flat) (Lawn Level) Marker” A memorial that lies in the ground, flush with the ground level. Dimensions: Length (Horizontal) x Width (Depth) x Height (Thickness). A flush marker may be considered an upright marker if it is placed on a foundation.

“Flush (Flat) (Lawn Level) Section” Parts of the cemetery where flush style markers are permitted. No exceptions.

“Foot Marker” A flush marker that is installed at the foot of a full – sized grave. The marker may be made of bronze or granite.

“Foundation” A concrete pad that is supplied and installed by the cemetery staff on which the base of a monument is installed.

“Monument Application” Is a form from a monument dealer to the cemetery which requests authorization to produce and deliver a monument for a specific cemetery plot. The application includes the specifications of the monument including but not limited to:

- Cemetery location
- Type of Monument i.e. raised, flat, slant etc.
- Dimensions and material description of base, dye, vases and/or other extras
- Placement of names of the interred

“Niches” A space in a Columbarium to place cremated remains. May be used as a single or double depending on the size of the urns that are going to be placed in the niche.

“Niche Cover” The front on an individual niche in a columbarium structure. The memorialization is either engraved directly on the granite or a bronze plaque is affixed to it.

History and Introduction

Woodvale Union Cemetery is owned and operated by the Cities of Berea and Middleburg Hts., located at the corners of Engle Road and Fowles Road alongside Big Creek Parkway. It is a non – denominational cemetery that welcomes people from all communities.

Established in the 1850's, Woodvale Union Cemetery beginning on one half acre of farm land, donated by Fred G. Klink (1835 – 1858). Mr. Klink died in 1858, at age 22, and was buried in that small section of his property. It is the oldest marked grave at Woodvale Union Cemetery. The early graves are located to the north and west end of the cemetery indicated as Sections A and B, along Engle Road.

Woodvale Union Cemetery has grown to contain thirty–five (35) developed acres and 15 undeveloped acres for a total of approximately 50 acres.

Through the years Woodvale Union Cemetery has offered full burial lots for traditional burials and cremation lot options and above ground cremation burials. Woodvale Union Cemetery has and will always attempt to accommodate the needs of all families while still maintaining a high standard of care for the cemetery grounds.

Office hours are Monday thru Friday from 8:00 A.M. to 4:30 P.M, and Saturdays 8:00 A.M. to Noon. The office is located at 7535 Engle Road, Middleburg Hts., Ohio 44130 and the office can be contacted by calling 440-826-3455 or by email at woodvale@sbcglobal.net.

Woodvale Union Cemetery is be open for visitation from sunrise to sunset every day. Anyone on the grounds before or after stated hours will be considered to be trespassing and be asked to leave.

For a complete copy of these Rules and Regulations please visit our website at woodvalecemetery.com.

Enforcement of the Rules and Regulations

The Board of Trustees of Woodvale Union Cemetery has the right to govern and regulate its business interests and uses of its property. All persons shall be subject to comply with these Rules and Regulations. The Rules and Regulations have been adopted and approved by the Board of Trustees.

The Rules and Regulations are important to the operation of Woodvale Union Cemetery. Woodvale Union Cemetery, management and its employees are empowered to enforce the Rules and Regulations and to take appropriate actions with any persons violating them.

Special cases may arise in which the literal enforcement of the Rules and Regulations may impose an unnecessary hardship. Woodvale Union Cemetery management reserves the right, without notice, to make exceptions or modifications of the Rules and Regulations without affecting their general applicability or enforceability. Woodvale Union Cemetery also reserves the right, without notice, to adopt new Rules and Regulations, or to amend, alter, modify or repeal any Rule or Regulation.

The Board of Trustees shall have unrestricted and total discretion when exercising any of its rights under the Rules and Regulations or when making any decisions contemplated by the Rules and Regulations. All interpretation of the Rules and Regulations by The Board of Trustees and all those empowered by the Board shall be final.

All Owners who have purchased Rights of Interment and all visitors are subject to these Rules and Regulations. All successors and all those that have been assigned as such shall also be subjected to these Rules and Regulations.

If any one person has any objections or suggestions to any Rule or Regulation, that one person may; in writing communicate to the Board of Trustees their grievance. All inquiries will be reviewed on an annual basis with all outcomes being final.

Business Hours and Contact Information

Woodvale Union Cemetery Office Hours

Monday thru Fridays 8:00 A.M. to 4:30 P.M.
Saturdays 8:00 A.M. to Noon

Office will be closed on Sundays and posted holidays

Location:

7535 Engle Road
Middleburg Heights, Ohio 44130

Phone: 440.826.3455

Fax: 440.826.4774

Email: woodvale@sbcglobal.net

Woodvale Union Cemetery observes the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. No interments or disinterment will be allowed to be scheduled on these days.

Interments can only be scheduled during times that are outlined on the current price list or as indicated on the burial arrangements form. Any scheduled arrival times outside of the times indicated on the price list will incur an additional fee. This includes interments scheduled from Monday thru Friday after 3:00 P.M. and on Saturdays after 11:00 A.M.

A list of fees can be found at www.woodvalecemetery.com.

General Rules

Visitation

To ensure safety and provide a peaceful and comfortable experience all visitors are required to comply with the Rules and Regulations established by the Trustees.

Visitors should walk the grounds with caution, Woodvale Union Cemetery will use reasonable care and diligence in maintaining areas that are open to visitors. There are times and circumstances that arise which will affect the condition of the cemetery.

Inclement weather, acts of God, nature or disturbance of grounds caused by the recent interment of a burial or other work performed by the cemetery staff may cause settling and therefore cause uneven ground.

Visitors are encouraged to use walkways and roadways. Those who depart from using such paths will assume all risks incidental to not using said paths. Woodvale Union Cemetery shall not be liable for any injury or damage once a visitor departs from above mentioned paths.

To protect against injury to any visitor no one visiting shall come in contact with any memorial this includes leaning against, climbing or sitting on any memorial.

Minors under the age of 18, must be accompanied by a responsible adult who assumes full responsibility for the conduct of said minor.

Vandalism to cemetery property will be subject to removal from the property and may be subject to prosecution.

No solicitation within cemetery property will be permitted.

No visitor or any person entering cemetery property shall bring to or a discharge firearms or any other weapon.

No refreshments or alcoholic beverages will be permitted on the cemetery grounds.

No person with any animal will be permitted to enter the cemetery grounds except for legally allowed assistance dogs for handicapped persons.

All persons are forbidden under penalty of law, to kill, wound, trap or feed any bird or animal within the limits of the cemetery, or to remove the young of any animal or the eggs of any bird or animal.

All persons are strictly prohibited from removing or plucking planted material, whether wild, cultivated, or grave decorations, disturbing water fowl or other birds, breaking or injuring any trees or shrubs, marring any monument or landmark, or in any way defacing the grounds of the cemetery.

Vehicles

Visitors using vehicles for purpose of visitation or having other business with the cemetery are permitted on the property. Any other vehicle that is unauthorized and those occupants will be considered trespassing on cemetery property and may be subject to towing at the owner's expense.

All vehicles must respect the cemetery grounds and proceed cautiously within the cemetery.

During a funeral procession no vehicle may pass the procession.

All vehicles that are entering the cemetery for the purpose of delivering supplies or providing a service must enter the cemetery without causing any damage to the cemetery grounds, walks or driveways with the load(s) they are transporting and/or delivering.

No dumping is allowed on cemetery property, containers are provided from April through November for disposing of any debris.

All vehicles shall observe a speed limit of 10 miles per hour and must remain on the right side of the road at all times during visitation. During a burial all visitors must not park or block the area directly in front of the path to that grave.

Vehicles are not permitted to turn around or back up on the roads within the cemetery.

It is prohibited for any vehicle to drive across any curb, gutter, grave or section. Woodvale Union Cemetery will not be liable for any injury or damage should any individual depart from any roadway or walkway.

Vehicles should keep to the right side of the roadway and when stopping shall park to the right side of a roadway as near as possible to a curb or gutter.

Certificate of Ownership for the Right of Interment

A grave or niche is generally referred to as a burial space. Any person may purchase from Woodvale Union Cemetery any available burial space and have the right to burial conveyed to the purchaser upon tender of the full purchase price. All cemetery fees must be paid in full prior to interment.

The purchaser shall receive at the time of sale a written purchase agreement which identifies the owner and the specific location of the burial space. The purchase agreement and any other forms may also define other rights and obligations associated with the burial space. Woodvale Union Cemetery may agree to the payment of the purchase price in installments, which shall be reflected in the purchase agreement. No Certificate of Ownership will be issued until the burial space is paid in full.

Woodvale Union Cemetery shall issue a Certificate of Ownership to grave purchasers, subsequent to the adoption of these rules and regulations, shall convey burial rights only, and the titles to the land shall remain with the cemetery, its successors and assigns, and all interments under such rights shall thereof unless special permission to the contrary be obtained in writing from the Trustees of Woodvale Union Cemetery. The certificate owner shall not be permitted to accept or agree to accept any compensation or payment for the right to make burial on his or her grave.

The Certificate of Ownership Purchasers Rights:

1. During the lifetime of the Purchaser, this right may be used for the interment of any deceased person of the Purchaser's choosing upon proper application and notice to Woodvale Union Cemetery.
2. Purchaser may assign or transfer this right during his/her lifetime upon proper application, execution, and approval of the Transfer of Ownership Agreement. However, the Purchaser may not sell this right to another party for monetary gain except as provided in paragraph 4.
3. The burial right is conveyed to the Purchaser and his/her heirs forever. All legal heirs are presumed to have legal right to the "right-of-burial" unless the heir to the contrary has been determined by a court of probate after the Purchaser is deceased. Written proof of their right to use the burial space and further burials may not be permitted until such proof is presented.
4. At any time, the right of burial may be sold back to Woodvale Union Cemetery as per the rules and regulations of the time of the request.
5. The Certificate is not a deed, and the right granted is only the right to the burial in the location as indicated on the Certificate of Ownership. Purchaser shall not have any other interest in nor ownership of the property covered by the Certificate.

Transferring Certificate of Ownership

The Purchaser(s) may re-assign or transfer a Certificate of Ownership to another individual at any time. This transfer can only be executed through Woodvale Union Cemetery by completing a transfer form, paying all fees and returning the original Certificate of Ownership that was issued. New certificates will be issued listing the new owner as the grantee.

Ownership Transfer Examples:

Through Death of a Purchaser(s) of Certificate of Ownership

- When the Certificate of Ownership conveys rights to two persons, they shall hold the same as tenants in common. In such case, upon the death of one, his or her interest goes to their respective heirs. If a Certificate of Ownership is made to a husband and wife, the entire title vests in the other upon the death of one.
- In the event of the death of an owner of a burial space in which no interment has been made, and subject to the rights of any co-tenants, the right of burial therein is a property right which generally passes to the heirs of the owner pursuant to the Ohio statute of descent and distribution as family heritage from which a spouse cannot be excluded. Thereafter unless subject to a specific bequest in the last will and testament of the owner, title to the burial space passes as intestate property under which the owner's heirs have an undivided, equal interest. The right to burial may be exercised by any of them without the consent of the others. Title to the burial space does not pass via the general residuary clause in a will or trust nor does it fall within any powers of sale or appointment.

To Relinquish a Certificate of Ownership (Refund)

The Trustees of Woodvale Union Cemetery reserve the right to re-purchase the grave/niche when the owner thereof has provided a written request and has been granted permission to dispose of it and such re-purchase is for the benefit of the cemetery and at the same price that was originally paid less a service fee, which shall be 50%, but not less than \$100. There may be no re-purchase if there is a monument or foundation on the grave. The Cemetery reserves the right to refuse to refund any and all graves or services, at their discretion. The transfer of Certificate of Ownership and ownership for a grave will require a notarized request in writing from the owner of the grave (or the heirs) and a fee of \$50 per grave paid in advance of the transfer.

In the case that a refund of services or products is requested in writing and upon the approval of the Trustees, a refund of the original purchase price, less a 30% service fee, but not less than \$100, may be issued.

Interments and Burial Arrangements

To request a burial contact the office at 440.826.3455 during regular business hours. All burial request must meet the following requirements:

- A minimum of a 24-hour notice shall be required for the preparation of a grave, unless a case is one of emergency, and no casket shall be opened at the grave unless written permission to do so is secured in advance from Management and the Funeral Home. No interment will be done on Sundays or general holidays, except in case of emergency. An emergency arising as a result of a contagious disease or by order of the Board of Health, additional charges shall be incurred. Special consideration will be given to honor religious beliefs of patrons, but additional charges shall be incurred.
- The number of interments which may be made upon a grave is definitely fixed at the time of purchase of such grave and no additional interments will be permitted therein without prior Management approval and payment of additional fees. All arrangements of the location of grave (s) upon a lot shall be as prescribed by Management of the cemetery in order to provide, in so far as possible, for uniformity in the cemetery and burial layout.
- Interments of up to and including two remains (or three cremains in specified areas) are permitted in a single in-ground grave space, however, an additional cost will be assessed for this privilege and for all interments within.
- The boundaries of a grave shall be marked by Management, no other grave markers other than those installed or specifically provided for by the Management shall be permitted, unless specially authorized by the Management.
- Automobile funeral processions must obey the traffic rules the same as individual drivers, but all funeral processions shall have the right of way over all other parties. Funeral processions shall not be passed by automobiles going in the same direction, nor shall the processions be closely followed or joined by persons not members of the funeral party. When meeting a procession, the driver shall stop until the funeral has passed. Drivers of vehicles are cautioned not to pass close to funerals while services are being held. This rule is applicable to cemetery employees as well as the general public.
- The price for digging graves and grave services, in connection with a burial, shall include the opening and closing of a grave, the furnishing of trimming and use of an automatic lowering device.
- Cremated remains (cremains) will not be permitted to be scattered above ground in any part of the cemetery.
- Interments, disinterment's and all services within the cemetery for which a charge is herein provided shall be made under the direct supervision of Management and shall be furnished by and on behalf of the Board of Trustees through its Management. The original Certificate of Burial or Certificate of Cremation must accompany each burial and be surrendered to the Cemetery Management before the burial can take place.
- Woodvale Union Cemetery may correct errors, without liability, in accordance with applicable laws. In the event of an interment error which cannot be reasonably corrected, Woodvale Union Cemetery may without liability substitute a similar burial space or refund all amounts paid and cancel any and all transactions.

Vaults and Urn Requirements

Every earth interment of a casket shall be required to be placed in a burial vault or grave liner. A burial vault is required by the cemetery for each cremation burial unless the cremation container is constructed of cultured marble or brass. Any other material must be approved by the Cemetery. All cremation burial vaults must be no larger than 18" x 18" x 18". Two cremains containers may be placed in the same vault if the size allows.

Woodvale Union Cemetery provides a Columbarium for the inurnment of cremains. Two inurnments are permitted in each niche if space allows.

Each Garden Niche of the Columbarium can hold up to two (2) cremains if properly sized inside the Niche. Inside dimensions of each niche are: Height 10 $\frac{3}{4}$ ", Width (Front) 10 $\frac{3}{4}$ ", Width (Back) 7 $\frac{3}{4}$ " and Depth 11 $\frac{1}{2}$ ". The non-biodegradable container(s) holding the cremains must fit within the niche.

Each Garden of Angels Niche can hold up to two cremains if properly sized according to the following inside dimension 11 $\frac{1}{2}$ " x 11 $\frac{1}{2}$ " x 11 $\frac{1}{2}$ ". The urns must fit within the niche.

Tent Policy

Tents will be provided on a first call basis, in the event of extreme wind conditions or any other weather conditions that make it unsafe for the set-up of a tent; Management reserves the right to cancel the tent. A two (2) hour notice is required in order to set up a tent if circumstances permit, all applicable fees will apply.

Pall Bearing Services

In the event that there is a need for pall bearers for a traditional casket burial Woodvale Union Cemetery can only provide assistance based on staff availability on that given day to assist the Funeral Home and the family.

Disinterments

Woodvale Union Cemetery is responsible for the health, welfare, and safety of its employees and the public with request of a burial right owner when asked to disinter human remains.

Reasonable notice shall be given to Management or Trustees of desire to disinter a body, and the time therefore, in cases where permit is granted, shall be at the convenience of Management and additional charges will be incurred and done in accordance with the laws of the State of Ohio. Except as otherwise permitted or required by law, permits to make disinterment's will be issued only upon receipt of a valid court order to do so and upon payment to the cemetery of the related costs and expenses.

All requests must be made in person with Woodvale Union Cemetery Management to discuss the following guidelines:

Office staff must check the Ohio Revised Code website (<http://codes.ohio.gov/orc>) for current laws and revisions to those laws:

- a. No. 517.23 Disinterment of body buried in cemetery.
 - b. No. 517.24 Form of application for disinterment.
 - c. No. 759.49 Rules governing product of fetal death.
 - d. No. 759.491 Rules or disinterment of product of fetal death.
2. Applicant must be 18 years old and of sound mind.
 3. Applicant must fill out and surrender a Woodvale Cemetery Application for Disinterment (attached) which must be notarized.
 4. Applicant must furnish identification and written proof of relationship to the interred.
 5. Applicant must sign a Purchase Agreement for all disinterment fees of Woodvale Cemetery, for the current year, and pay those fees in advance. The rental of a large tent may be required, to insure a degree of privacy from visitors to the cemetery.
 6. If applicant is not the surviving spouse of the interred, an application must be purchased from the Probate Court, of the county of burial, and surrendered to Woodvale Cemetery. The Probate Court may require a hearing.
 7. Applicant must be made aware of his or her responsibility to pay any replacement expenses for non-intentional damage that may have occurred to the vault or casket over the years or damage that may occur during the disinterment.
 8. The job of Woodvale Cemetery is to open and close the grave. Access to the adjoining grave(s) is necessary to reach the vault. Hand digging may be necessary when nearing the vault. A vault company will raise the vault and transport it to the intended cemetery.

9. Woodvale Cemetery should cooperate with the Funeral Home (s) and other cemetery and vault companies. However, the applicant must contact them initially.

10. Scheduling of a disinterment is at the convenience of Woodvale Cemetery, keeping in mind that pending burials take precedence over disinterments.

General Decoration Information

The Trustees of Woodvale Union Cemetery are entrusted to ensure that the beauty and appearance of the Cemetery remains intact for many years. Rules and Regulations regarding decorations help keep the cost of services down and keep decorations from infringing upon the space of neighboring plots.

A person who holds a Certificate of Ownership owns the right of burial space within the Cemetery, while ownership and responsibility for the general upkeep of the property remains with the cemetery. The Trustees of Woodvale Union Cemetery take pride in the appearance and beauty of the grounds and therefore respectfully ask the cooperation of all Certificate of Ownership holders and their heirs in abiding with a few rules to enhance a sense of order for the mutual benefit of all families and their loved ones.

Adornments include any decorations or other items that are placed near or on any grave space. Woodvale Union Cemetery's Management and staff regulate all adornments in order to maintain the beauty of the cemetery grounds and to promote a safe environment for visitors and cemetery maintenance personnel.

Adornments that are placed in violation of any rule, that are deemed objectionable or which may interfere with the appearance or the safe and efficient operations of the cemetery will be removed.

All adornments are placed at the owners risk; Woodvale Union Cemetery will not be responsible for any damage to an adornment due to removal or performance of cemetery maintenance.

At the time of an interment live flowers placed on the grave will be left for a minimum of five days.

It is **HIGHLY DISCOURAGED** that adornments of a personal nature not be left at the gravesite. Woodvale Union Cemetery is considered a public place and has unrestricted public access.

Any adornment or decoration item that has been removed by cemetery staff will be handled in the following manner:

- A. Fresh cut flowers or arrangements that are subject to decompose will be disposed of immediately once they become wilted or unsightly.
- B. Other items will be removed according to the rules and regulations as set by management and the Trustees of Woodvale Cemetery. These items will be disposed of immediately.
- C. Any objects that are moved, become disassociated from their placed grave site by wind, deer, or by any other means that cannot be identified will be discarded.

Decorations schedules will be available in the office and on our website.

Decoration Guidelines for Graves Purchased Prior to January 1, 2020

Gardens may be planted along the length (front edge) of an upright headstone (memorial) not to exceed the length of the upright headstone or base that it is sitting upon. The maximum depth of a garden must not exceed 12" to any one point of the border.

If there are two monuments owned by the same Owner the gardens must be separated unless approved by management.

All borders must be made of stone, bricks or materials approved by Woodvale Union Cemetery. Hedges, wooden trellises, iron trellises, fencing, concrete curbing, stones, posts, chains, railings, concrete, wood, iron, coping, steps or boxing, for the purpose of enclosures or borders are prohibited.

No gardens may be installed until a raised monument has been placed on the grave.

Gardens cannot contain, glass, crockery, food or any breakable objects. These objects will be discarded immediately.

Planting of ivy, myrtle or any vine like plant are strictly prohibited. If live plants become neglected and unsightly, management will remove such plants without notice.

Artificial flowers may be used and must be kept inside the garden. If annuals or perennials are planted; mulch may be used in the garden area but cannot exceed the bordered area.

Any gardens that are not maintained and not planted by June 15th of every year will be removed and area seeded without prior notice to grave owner.

The owner shall give proper care of garden area throughout the season. If at any time the garden becomes neglected and unsightly, management shall remove all plants and objects and do any and all maintenance to leave the grave area in a presentable condition.

ONCE A GARDEN IS REMOVED FOR LACK OF MAINTENANCE IT WILL NO LONGER BE PERMITTED TO BE RE-INSTALLED.

Shepherd hooks are **NOT PERMITTED** in the cemetery.

No metal or plastic poles, wood stakes, or piping of any kind shall be permitted inside or outside any Cemetery approved garden on any grave, with the exception of Christmas, to secure a wreath or decoration.

All gardens are subject to inadvertent maintenance damage due to performance of work associated with an interment. Woodvale Union Cemetery will remove any garden and assumes no responsibility for loss or damage to any decorations placed in a garden.

Gardens are **NOT PERMITTED** on flush monument grave (s).

Decoration Guidelines for Graves Purchased after January 1, 2020

April 1st through November 1st

Flush Memorial Decoration Policy

Decorations on graves marked with a flush memorial may be placed in a cemetery approved container (no glass, or any other material that is breakable and may cause injury or damage to equipment) and will be removed on a weekly schedule posted on signs located at each entrance to the cemetery.

A cemetery approved container is the only decoration option.
(See flowers vases and bouquet holders)

No other decorations, except flags during permitted holidays, may be placed on a flush monument grave.

DECORATIONS NOT IN CEMETERY APPROVED CONTAINERS WILL BE REMOVED IMMEDIATELY AND DISCARDED.

Gardens are **not** permitted on flush monument graves.

Raised (Upright) Memorial Decoration Policy

Decorations on graves marked with above ground (raised) memorials must be kept, in monument vases, on top of the monument (cradle) or in a cemetery approved container.

Decorations placed in cemetery approved containers will be removed and discarded on a weekly schedule as posted on signs located at each entrance to the cemetery.

No other decorations, except flags during permitted holidays, will be permitted on a raised monument grave.

Items not allowed to be placed on a grave include, but not limited to, shepherd's hooks, decorative rock, fencing, hedging, borders, enclosures, or stand up decorations.

If for any reason a decoration or plant becomes unsightly it will be discarded immediately.

No gardens are permitted on graves purchased after January 1, 2020.

DECORATIONS NOT IN CEMETERY APPROVED CONTAINERS WILL BE REMOVED IMMEDIATELY AND DISCARDED.

November 1st through March 25th

Winter decorations are allowed during this period. All Christmas decorations will be removed on January 31st, weather permitting.

All remaining decorations will be removed on March 25th and discarded immediately.

Wooden crosses no taller than 48" and only one per grave are allowed from November 1st through April 15th. Crosses may not be made of any breakable material and all crosses that are not claimed by June 1st will be discarded.

Special occasion crosses may be allowed temporarily upon Managements approval.

Holiday Decoration Guidelines

Observed Holidays:

**Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Veteran's Day,
Labor Day, Thanksgiving and Christmas.**

Decorations may be placed 7 days before the above observed holidays.

All decorations will be removed on the next scheduled decoration removal date posted on the signs located at each entrance to the cemetery.

No floral blankets are allowed at any time and will be removed and discarded.

Other Decoration Guidelines

Statuettes, figurines, remembrance trinkets of any type are not allowed on graves.

Upon approval from Management, artificial or live plants will be allowed upon any grave on an anniversary, birthday or other special date, for a period not exceeding seven (7) days after the special date, after which time they will be discarded.

Inflated balloons will be permitted upon any grave until they deflate or not to exceed seven (7) days after the special date, after which time they will be discarded.

Woodvale Union Cemetery, Management or any Trustee is not responsible for loss of or damage to any valuable or sentimental items left on any grave at any time.

After a burial; decorations will be permitted temporarily at the head of the grave for up to 30 days.

Potted plants will be removed on the next scheduled decoration pick up day as posted.

Glass containers are prohibited at all times.

Approved Flower Vases & Bouquet Holders

Vases and bouquet holders must be those that when inverted sink below the surface of the lawn. The vases are installed by the Cemetery staff or by others with Cemetery approval. They must be installed no more than 12" from the base of the monument or headstone with decorations or fresh cut flowers not to exceed 18 inches in height.

Vases may be installed on monuments but will be subject to all rules and regulations.

Any adornment including live flowers that over time become unsightly may be removed that are inserted into a vase or bouquet holder.

Vases have a limited life span and will periodically need to be replaced at the lot owner's expense. Woodvale Cemetery will not be responsible for broken or damaged vases or other items considered a hazard and will be discarded immediately.

Planting of Trees and Shrubs

No trees or shrubs are permitted to be planted on any grave or garden. They will be removed immediately and discarded.

Management shall have the right, and it shall be their duty to remove diseased or objectionable trees or shrubs or any part thereof or any such thing whatever as in their judgment removes the objection, without prior notice to the owner (or heirs) of the grave.

Solar Lights & Vigil Candles

Lighting will be allowed on raised monument graves, with placement of up to 3 (three) solar lights, no taller than 24", within the flower bed.

Lights must be approved by the Cemetery Management. No spotlights will be allowed on any graves.

Non-glass vigil candles placed within the Cemetery approved garden, are allowed to be lit only as long as a family member is present at the grave. If a vigil candle is unattended and left lit, it will be discarded.

Columbarium

At the time of an inurnment, flowers from the service will be permitted to be placed in front of the Columbaria near the base of the unit. After the inurnment flowers may be placed in the area provided in front of the Garden Niche or around the outside perimeter of the Garden of Angels Columbarium.

All burial flowers will be discarded after five days or when they become unsightly. No glass or any other container of such material which may break will be permitted.

No adornment of any kind may be placed or adhered to the niche front, stuck into the seams or placed on top of the Columbarium. Any item affixed to the outside of the niche will be **removed without notice**. Any damage caused to the niche front due to prohibited materials will be the financial responsibility of the owner.

Perpetual Care & Maintenance

The staff of Woodvale Union Cemetery perform daily maintenance tasks as described below. There are many different factors that influence when tasks can be performed; funeral services and weather conditions are a few. Mowing, trimming, and turf management begins in early spring and continues through late fall. To discuss specific maintenance issues please call the office at 440.826.3455.

1. **Irrigation:** Water is available in the south and east part of the cemetery year round, water in the north and west parts of the cemetery is turned on in spring and turned off sometime in November.
2. **Seeding:** All lots and graves will be seeded and kept in good order by the staff without charge. The cemetery staff will maintain and establish the grade of all graves before and after an interment. After a burial it is common for the grave to settle for several months. When weather permits and at the discretion of Management, the grave will be leveled, seeded and fertilizer will be applied.
3. **Mowing:** The staff usually mows the cemetery once per week. Factors such as weather, funerals and staffing may delay or change when the cemetery mows.
4. **Trimming:** All raised monuments are trimmed around on a weekly basis. Flush monuments are trimmed monthly.
5. **Snow Removal:** The cemetery roads are cleared of snow during business hours and pathways cleared for a funeral service. Proceed with caution during snowstorms; roads will be slippery in those conditions.
6. **Receptacles:** Will be placed and maintained by Management at convenient places selected throughout the cemetery grounds. No one shall move, destroy or damage them.

Memorials

A memorial refers to any monument, tablet or headstone used as a permanent marker made of granite or bronze, inscribed with the details of those interred in the grave. Woodvale Union Cemetery regulates the type and design of all memorials. A sketch or drawing showing the material, design, finish, size and proposed inscription with location must first be submitted to and approved in writing by the Management. Only the legal Owner has the authority over the authorization for a memorial being requested and placed on a burial space. In the case that an owner is deceased the legal heirs will have the right.

Management has the right to limit the number of memorials that can be placed on a grave space.

Management has the authority to reject any design due to size, design, location, inscription, color or quality of stone, or is unsuited to the grave space on which it is to be placed.

Memorials shall be made of quality materials and workmanship. All memorials are to be made of granite or bronze. Bronze emblems, medallions and other features that are to be affixed to granite must be approved in advance. Memorials with porcelain or other photographs inserted are permitted, with prior written approval of the Management.

No offensive inscriptions are permitted. If any memorial, or inscription on a memorial, is determined to be offensive, improper to others, or to the appearance of the surrounding area, Management reserves the right to remove, prohibit placement, or demand the removal of the memorial.

The placement of a monument shall not be done until after the purchase price of the grave or graves, upon which it is to be placed, and the foundation fee has been fully paid to the cemetery.

Upon approval of the Cemetery Management, monument benches will be allowed on raised monument graves, as long as they are placed upon a foundation installed by the cemetery. Currently all benches not approved and placed outside of a burial space will be removed once they become unsightly or broken.

It is required by the Cemetery Management that any individuals intending to take photographs or images of a monument obtain prior written permission from the owner or the heirs of the owners of the monument and present this document to Management before proceeding.

Unless Management shall decide otherwise in special cases, the minimum and maximum lengths of a single monument shall be 24" to 36" and the minimum and maximum lengths of double monument shall be 36" to 60", except in Section 17. The height limitations of monuments are covered by each individual section restrictions. Monuments for raised graves in Section 17 may vary in height but must be approved by the Cemetery Management.

Temporary Markers

Temporary grave markers furnished by the Cemetery will be used on graves which do not have an existing monument for a period limited to 3 months. After 3 months, the temporary marker will be removed by the Management. No gardens can be constructed or installed until the permanent raised grave marker is in place.

Foundation - Setting Fees & Delivery Guidelines

All raised and/or upright memorials will have a concrete foundation which can only be installed by Woodvale Union Cemetery. The approved and installed foundation will be determined by the size of the base of the memorial. The location of the grave site will determine the type of foundation that will be used to place a memorial on. All pre-cast foundations will be set below grade with the top flush to the lawn level.

No monuments deliveries will be accepted on Sundays or holidays.

Contractors and their workmen shall be governed by the rules of the cemetery and the work shall be done under the direction of Management. All crating, boxes and packaging materials together with all other debris brought in shall be removed by the contractor and the monument cleaned before leaving the job.

No monument will be installed in the cemetery based on the judgment of Management when the ground is soft and/or unsettled or when weather conditions are such as to make such operations undesirable to any particular situation.

Monuments may be installed by monument companies no sooner than 6 months from the date of burial, except for monuments that are flush and 2'x1' in size, monuments located in Section 17 and monuments for cremation graves.

In order to have a monument (flush or raised) installed on the grave, each grave must have a foundation which meets the specifications of the cemetery, installed by the cemetery and paid for by the owner of the grave.

Inscriptions and Outside Contractors

Inscriptions may include names, date of birth, date of deaths and Epitaphs. Management reserves the right to remove any memorial that has any inscription that may be deemed offensive or construed to mean something offensive that is either written or by any other means.

A memorial can be placed when no burial exists in a grave space referenced as "In Memory" only with approval from Management.

Only qualified outside contractors may install memorials within the Cemetery once prior approval is obtained. No memorial will be allowed to be installed without authorization of all owners of the burial space and no memorial or foundation will be delivered or installed from November 15th to April 1st.

Outside contractor or any third persons who are permitted to perform work or services within the Cemetery shall be subject to all rules and regulations of the cemetery.

Outside contractor shall maintain Commercial General Liability Insurance for protection against any claims for personal injury or damage to property resulting from their worked performed on Woodvale Union Cemetery property.

Contractors must also maintain Comprehensive Automobile Liability Insurance for all owned vehicles that enter and perform work on the property.

Contractors shall also maintain all other insurance as required by Federal, state and local laws.