

RULES AND REGULATIONS OF LAWRIDGE CEMETERY
City of Rochelle, Illinois
EFFECTIVE May 01, 2010

THE MANAGEMENT OF THE CEMETERY

Lawnridge Cemetery is owned and operated by the City of Rochelle. Charges and fees are set by the City Council. Management and day to day operation is under the direction of the City Manager and his/her designee(s).

The City Clerk, Superintendent, Cemetery ~~Sexton~~ **Lead Person** or his/her designee receive all money owed the Cemetery and record all burial permits. These officers have a complete record of all deeds, grave spaces, lots, schedule of fees and reference maps of the entire Cemetery as aids in helping ~~you~~ secure accurate and up-to-date information.

The City Manager and his /her designee have the power to enforce all rules and regulations; to care for and maintain the Cemetery grounds; to provide for opening and closing of graves; to supervise the installation of all foundations for monuments and makers; to build and maintain building; and to landscape and beautify the grounds.

The City Council reserves the right to take such action as may be necessary, though not expressly authorized by the rules herein, to protect Cemetery property, to preserve peace and good order, to make new rules and regulations or to revise those appearing in the booklet. The City Council likewise may revise all lot and grave space prices, charges and miscellaneous fees from time to time so as to maintain the financial soundness of Lawnridge Cemetery.

The City Clerk's office is located in the Municipal Building, Sixth Street and Fifth Avenue, Rochelle Illinois. The Cemetery ~~Sexton's~~ **Lead Person's** office is located in the Chapel at the Cemetery.

LOT PRICES AND OTHER CHARGES

~~Lots may be purchased from the City by contacting the Cemetery Superintendent, Cemetery Sexton or City Clerk; deeds are issued by the City Clerk only upon full payment.~~

It has been found most desirable for persons wishing to purchase a lot or space to do so at the time convenient to them and at their leisure, without hurry and confusion. This procedure is thought to be preferable to waiting until the need arises and perhaps making a hasty decision as to size of lot and its location. ~~Any person wishing to buy a lot may contact the Superintendent, Cemetery Sexton or his/her designee and make an appointment to discuss this important decision.~~

The lots or spaces shall be sold by the Cemetery Superintendent, Cemetery Lead Person or his/her designee at the price set by the City Council. Once a grave has been purchased in the single grave section other graves may be reserved for up to 6 months.

LOT DESCRIPTIONS

Grave Space	40" x 10'
Infant Section	24" x 36"
Cremation Section	40" x 36"

Interment Charges

Payment for such services is to be paid in full to the City Clerk, Cemetery Superintendent, Cemetery Sexton **Lead Person** or his/her designee no later than the time of ~~burial~~ **interment**.

MONUMENT AND MARKER FOUNDATIONS

Monument companies are to request in writing all permits for foundations. Request are to include a description of the stone and exact location of its placement. Monuments may be delivered to the Cemetery anytime during the year, however, the Cemetery assumes no responsibility for their safekeeping prior to being placed on the foundation. All monuments and headstones shall be installed during Cemetery hours under the supervision of the Superintendent, Cemetery Sexton **Lead Person** or his/her designee.

RULES AND REGULATIONS

Definitions

AFFIDAVIT OF INTERMENT RIGHTS – A legal document stating who has the right to be interred on an interment space.

Burial Right – A right of interment granted or recognized by the Cemetery authority.

Cemetery – Any land dedicated for use, used or intended to be used, for the interment of the human dead.

Certificate of Ownership – The original conveyance given by the Cemetery to the original purchaser.

Columbarium – A structure, or room, or other space in a building or structure, containing niches for permanent inurnment of cremated human remains.

Cremation – The reduction of the body of a deceased person to cremated remains.

Crypt or Vault – A space in a mausoleum used or intended to be used, above or under ground, to entomb human remains.

Governing Body – The City Council.

Grave – A space of ground in a cemetery, used, or intended to be used, for burial of human remains.

Human Remains or Remains – A body of a deceased person or the dismembered part of a body of a

living person and includes cremated remains.

Interment – The lawful disposition of human remains by inurnment, entombment or burial.

Interment Right – The right to place human remains or individual cremated remains in a burial space.

Inurnment Right – The right to place cremated remains in a niche.

Lot, Plot Burial Space, Interment Plot or Interment Space – A space in the cemetery, mausoleum or columbarium, used or intended to be used for the interment of human remains.

Management – The City Manager or his/her designee(s).

Mausoleum – A structure or building used for the entombment of human remains in crypts, vaults, or niches.

Memorial – ~~A tombstone or memorial either extending above the surface of the ground or flush with the ground.~~ A Marker, monument, vase, crypt or niche name plate for the purpose of identification or in memory of the interred.

Niche – A space in a columbarium or mausoleum used, or intended to be used, for inurnment of cremated human remains.

Care or Maintenance – The cutting of the grass, trimming of shrubs and trees at reasonable intervals; procuring, maintaining and keeping in reasonable condition the machinery, tools and equipment needed for the purpose and replacing same when necessary; keeping in repair and preserving the drains, water lines, roads, building, fences and other structures.

PURCHASE CONTRACT – A legal document recording the final understanding of specified item(s) under stated terms and conditions.

General INTERMENTS

~~No burials on Sundays, Memorial Day, Christmas Day, New Year's Day and Thanksgiving.~~

~~Burials for Monday must be reported no later than 12 noon on Saturday. (Additional fees apply)~~ **Minimum forty eight (48) hours interment notification is required during regular business hours. (Additional fees apply if this notice is not given.)**

Immediate ~~burials~~ **interments and interments on Sundays and Holidays** may be allowed at the convenience of Cemetery personnel. (Additional fees apply)

No ~~Burials~~ **Interments** are not permitted unless the **cemetery purchase contract has been signed** and grave space and opening is paid in full.

All openings for interments shall be done by cemetery personnel and there must be a legal burial permit.

~~Families must sign an “interment order” prior to the grave opening. (This is a permission slip to open a particular grave space.)~~

All burials must be in a concrete box or vault, no fiberglass vaults are allowed.

Concrete boxes and vaults must be able to withstand 10,000 lbs. on top.

The following will be allowed per interment space:

One (1) Adult per interment space; or

One (1) Adult and One (1) Cremation Urn (**space permitting**) ~~if there is room on existing grave space.~~

To be determined by Cemetery personnel ~~or Sexton.~~

Two (2) Infants per interment space.

Six (6) Cremation Urns per interment space (**space permitting**)

Two (2) Cremations in cremation section space (space permitting)

~~Burial~~ Interment records will be kept at the cemetery office.

A section for public aid or indigent ~~burials~~ **interments** has been designated. (Flush Area)

A surcharge will be added to the grave opening cost during the months of December, January and February.

The customer is responsible for the cost and replacement of markers and foundations if it is necessary to remove them to make room for the burial vault.

Cremations

Cremains must be placed and sealed in a recoverable container before inurnment.

Cremains may be interred in a mausoleum crypt or in a grave. A cremains section has been designated. (**Cremation Section, Section C, Block 38 and 39**)

Only one ~~headstone~~ **memorial** is permitted per one grave space.

Cremains cannot be sprinkled on top of a grave or under the sod.

INFANT BURIALS

A section for infant interments has been designated. (Infant Section, Section C, Blocks 55 and 56)

Disinterments

No disinterments will be permitted without the necessary permits.

Should a family wish to disinter a family member, they must follow the proper channels which begins with a funeral director who will arrange the necessary paperwork.

The cemetery will not be responsible for any damage to the ~~burial~~ **interment** container occurring during disinterment.

The charges for a disinterment will be ~~two (2) interment charges.~~ **\$1,000 plus the cost of interment type.**

Reinterments must have the proper paperwork, and will be charged a grave opening fee.

Burial Interment Rights

The owner of a lot, space, etc., shall have the right to name who shall be interred on said lot. In the event the owner is deceased, the ~~burial~~ **interment** right shall **be determined by a legal will or affidavit of interment rights.** ~~follow the order listed below.~~

1. ~~Surviving spouse.~~
2. ~~Majority of the surviving children or child.~~
3. ~~Surviving parents.~~
4. ~~Majority of surviving siblings.~~
5. ~~Other next of kin according to the degree of consanguinity (Blood Relation)~~

AFFIDAVIT OF INTERMENT RIGHTS

In the event a multiple interment right owner becomes deceased and there is no will or specific bequest then the ownership and use of the unused interment rights shall be determined by the information set out on an affidavit of interment rights use form. The unused right of interment shall be used for the interment of the first diseased heir listed on the affidavit and continue in sequence until all unused graves are occupied. If the affidavit of interment rights is provided to and followed by the Lawnridge Cemetery, the Lawnridge Cemetery shall be released from any liability arising from the reliance on such affidavit.

Letter of Intent

In the event the owners are deceased, Lawnridge Cemetery requests that all surviving children complete a "Letter of Intent", naming who shall be ~~buried~~ **interred** in the remaining grave spaces, and the assignment of the grave spaces to the individuals shall be named. **Whenever possible** all surviving children should sign the letter.

Interment Order

~~In the case of a burial on a lot where there is more than one available spaces, the owner must sign an interment order which states the deceased name and the exact grave space in which he or she is to be interred before the burial takes place.~~

Sale of Lots

The lots or spaces shall be sold by the Cemetery **Superintendent**, Cemetery ~~Sexton~~ **Lead Person** or his/her designee at the price set by the City Council. Once a grave has been purchased in the single grave section other graves may be reserved for up to 6 months.

Public Aid Burials

Monies received from Public Aid shall be used for Cemetery operations and maintenance.

A section has been set aside for public aid burials. (**Flush Area**, Section C, Blocks 11, 12, 26 and 27)

Cemetery Records

The cemetery will keep a complete record of lot ownership and ~~burials~~ interments at the cemetery office.

Transfer of interment spaces may take place between two individuals after all required fees are paid and a statement in agreement to the transfer is signed by ~~both parties~~ **the current owner** and on file.

Restrictions

Artificial flowers **and other decorations** are only allowed if they are placed in a heavy planter placed on a concrete pad at the end of the stone, or on top of the stone in a monument saddle.

Live plants must be planted in a heavy container and placed at the end of the stone on a concrete pad.

All planters must fit entirely on top of the concrete pad with no overhang.

Cemetery personnel are responsible for keeping the grass mowed, trees and shrubs trimmed, graves leveled and seeded, and keeping the grounds in good repair.

All new flag holders must be set in foundation minimum 4” from edge.

Funeral designs or floral pieces will be removed as soon as they become unsightly.

No artificial arrangements are allowed in Cemetery October 1 to October 7.

Note: If you want arrangements or decorations saved for family members, arrangements must be made prior to the **March 1 and** October 1 removal deadlines. Contact Cemetery personnel at 815-562-6329.

Winter decorations **will be allowed starting November 1 and** will be removed by March 1 of each year.

Grave blankets will be allowed starting December 1 and will be removed by March 1.

Planting of flowers in the ground is prohibited except in designated planting beds.

Glass, pottery and shepherd hooks are prohibited.

No bicycles on the grass.

No parked or driven vehicles on the grass.

No littering.

No smoking in cemetery buildings.

The cemetery is closed from ~~dusk~~ sunset to 7:00 a.m.

No trespassing or visitation after hours.

No riding or driving faster than 15 m.p.h. in the cemetery.

No person shall be allowed to dig or remove any earth, trees, plants, etc., without permission of the Cemetery Superintendent, Cemetery ~~Sexton~~ Lead Person or his/her designee.

No person shall discharge firearms of any sort in the cemetery except for military funerals.

No person shall conduct themselves indecently or disorderly on cemetery grounds.

No one shall enclose a lot with a fence, curbing, wire rods, shrubs or other materials.

Any person entering the cemetery must follow cemetery rules.

Installation of foundations, as well as setting of markers and monuments will be done during cemetery hours, unless a different schedule has been approved by the Cemetery Superintendent, Cemetery ~~Sexton~~ Lead Person or his/her designee.

Temporary markers are allowed for one year after interment.

Only flush markers are allowed in Section C, Blocks 4 through 7, 11 through 15, 23 through 27, 37 through 39, 67 through 69, 78 through 80, and 93 through 95.

Markers in these sections may have a granite foundation. Vases must be able to be inverted in the memorial.

Flush memorials in this section may be up to 14 inches in width.

Tree planting requests will be honored providing they are in accordance with the cemetery tree planting plan (both in type and location), and the requestor must make the arrangements with the nursery for delivery and planting.

A minimum of four graves spaces must be purchased in **the Multi-Grave** Section C, Blocks 19-22, 40-48, 57 **59**, 60-66,81-92, 98-109, 124-135 and 143 ~~in Lawnridge Cemetery.~~

Mausoleum Restrictions

Hours for the mausoleum are the same as the cemetery.

All entombments in the mausoleum must be embalmed.

Bronze plaques and vases for the crypt may be installed according to mausoleum regulations as follows:

- A. Plaques must be uniform in size and appearance to those existing.
- B. Installation of plaques will be done by the City. (Additional fees apply)

No arrangements containing whole natural plants or portions of natural plants are allowed in the mausoleum.

Artificial flower arrangements are limited to one per crypt front. All arrangements must have a tag stating the name for whom the arrangements are provided.

Crypt front removal and replacement will be done by cemetery personnel.

All arrangements will be removed the first full week in October, or when they become unsightly.

Markers and Monument Companies FOUNDATIONS AND MEMORIALS

All markers and monuments not in flush section shall have a concrete or granite foundation measured twenty (20) inches front to back and extending a minimum of (4) inches at each end of the marker or monument. In addition, all concrete and granite foundations must be a minimum of (4) inches thick with concrete having a minimum of five-thousand pounds (5000#) PSI strength. No monument base or marker shall be wider than twelve (12) inches front to back.

In Section C Block 10,11,26,27,28,29,30,31,35,36,52,53,54,55,67,68,69,70,71,72,75,76,77,78,80,93,94, 95,113,113a,114,114a,115,115a,118,119,120,139,140,141 all foundations must be twenty-two (22) inches front to back with a minimum of (5) inches at both ends of the ~~marker~~ **memorial**.

It is recommended that single ~~stones~~ memorials do not exceed 24 inches in length and double markers not exceed 48 inches in length.

If these lengths are exceeded, space for a planter will not be available.

If space is not wanted for a planter, a letter from the family is required stating this and will be kept on file.

No ~~stones~~ **memorials** are to exceed 44 inches in height.

No foundation shall overlap the lot or grave space **owned**.

All new flag holders must be set in foundation minimum 4" from edge.

Markers and monuments are to be in line with existing markers. In the single grave area of Section C, all markers will be at the foot of the grave.

Family monuments are permitted in the monument row of the Multi-Grave Section, Section C, Blocks 19-22, 40-48, 59, 60-66, 81-92, 98-109, 124-135 and 143.

No ~~marker~~ **memorial** will be erected until the lot is paid for in full.

Markers in the infant section shall not exceed 5" front to back and 10" in length.

All work will be done between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, excluding holidays unless prior arrangements have been approved.

All companies doing work on the cemetery grounds will return the area to the original condition which includes replacing sod, dirt, etc.

A permit is required before erecting or repairing ~~memorials or markers~~. The permit will be signed by the owner of the lot and the company doing work or supplying the stone.

Monument retailers and independent stone setters shall set markers with non-staining materials to seal out moisture, all joints will be sealed with the same material.

Cemetery personnel shall inspect and ensure work performed by outside contractors meets Cemetery Rules and Regulations.

No assistance shall be provided to help any company with moving, setting, or erecting existing, new, or pre-existing monuments, memorials or foundations.

Crypt front removal and replacement will be done by cemetery personnel.

Cemetery personnel have the right at cemetery expense and without any liability to correct any error that may occur in the placing of a foundation or memorial.

Right to remove

Should any memorial, monument, ~~memorial~~ marker, mausoleum, or tomb become unsightly, dilapidated, or a safety hazard to visitors, the cemetery shall have the right to, at the expense of the lot owner, to correct the condition or remove the ~~stone~~ **memorial**.

