

# **CITY OF PADUCAH**

## **OAK GROVE CEMETERY REGULATIONS AND GUIDELINES**

It is the desire of the City of Paducah to make Oak Grove Cemetery a quiet, beautiful place for the deceased and visitors. While we encourage the celebration of life, we must also provide proper maintenance, safety, and care of the cemetery. It is to this end that the following rules and regulations have been established.

### **VISITATION**

Oak Grove Cemetery is owned by the City of Paducah and operated and maintained by the City of Paducah's Parks and Recreation Department. The cemetery is open daily from 8am to dark.

Please remain on paths and roadways as you travel through the cemetery. Parking is permitted on the roadways only. Due to the number of visitors in Oak Grove Cemetery annually, the City of Paducah and the Parks and Recreation Department cannot be held responsible for items that are damaged or lost. For questions about the cemetery, please contact Paducah Parks and Recreation at 270-444-8508.

### **GENERAL PROVISIONS**

In order to secure the safety of visitors and staff and to prevent damage to maintenance equipment, visitors shall abide by the following regulations.

- Vehicles may be operated on designated roads and parking areas only with the exception of deliveries in connection with cemetery work. The speed limit shall not exceed 5 mph.
- All dogs, cats, or other animals must be on a 3-ft leash, or confined inside a vehicle (except for service animals).
- All trash and waste materials are to be disposed of in the trash receptacles provided throughout the cemetery.
- Removal of, defacing or destroying of any headstone, monument marker, tomb, vault, mausoleum or decoration on any cemetery lot is strictly prohibited.
- Disturbance of any grave or place of burial is strictly prohibited.
- All children must be accompanied by an adult.
- Any commissioned or volunteer maintenance on family plots needs to be coordinated through the Parks and Recreation Department and completed under the supervision of the Cemetery Sexton.

The following forms of decoration are welcome as you honor your loved ones:

- Permitted decorations include fresh cut or artificial flowers, single hook shepherd hook with hanging basket, and monument benches placed by a monument company and set as the headstone. Additional specifications for these items are included below.
- Artificial and fresh floral arrangements are permitted provided they are in a Cemetery-approved vase that is permanently mounted on the monument or memorial, or in a hanging basket on a single hook shepherds hook. Any floral arrangement not in an approved vase or hanging basket will be removed upon discovery. Under no circumstances may vases of glass, porcelain, plastic, or similar substances be placed at a grave, as they may be easily damaged during daily cemetery operations

- All floral decorations will be removed as soon as they become unsightly or diseased, or when deemed necessary for the proper maintenance of the Cemetery.
- Single hook shepherd hooks are permitted. The shepherd hook must have a single hook only, must be 48” in height, and must be placed adjacent to either the left or right side of the headstone, with the hook located directly above the headstone. Shepherd hooks must be made of rod iron or steel. A solar powered hanging lantern is permitted instead of a basket of flowers. Baskets with flowers that become unsightly will be removed upon discovery. Other hangers, brackets, and/or other materials used for hanging plants or flowers are not permitted. Saddles on monuments are not permitted because they may cause damage to cemetery maintenance equipment.

The following items are not permitted and will be removed upon discovery:

- Landscaping, trees, shrubs, and other perineal or annual plantings of any kind is not permitted.
- Curbing, boarders, benches, ground covers, including stones, gravel, rock, mulch, weed cloth, etc is not permitted.
- All glass, crockery or ceramic, Styrofoam, wood, statuary, toys, cans, ornaments, etc is not permitted.
- Ground lighting, staked solar lighting, and candles is not permitted.
- A clean sweep of the cemetery will be made 2 times per year, once in early spring, and once in early fall. Notification of this event will be publicized in the local news allowing families time to remove any items they wish to keep. Any items that remain during the cemetery clean up that do not meet guidelines will be removed and discarded.

The following exceptions will be made:

- Seasonal decorations will be permitted on holidays to include Easter, Mother’s Day, Memorial Day, Father’s Day, Independence Day, Veteran’s Day, and Christmas and must meet the guidelines above. Seasonal decorations need to be kept on the foundation of the headstone, or hung on a shepherd’s hook, and must not inhibit general cemetery maintenance. Seasonal decorations will be permitted for 10 days before and 10 days after the holiday. Once the time frame has expired all items will be removed and discarded.
- All new burials have a thirty-day (30) grace period for the purpose of facilitating the mourning process. For the safety of staff and to maintain cemetery operations, items placed at the gravesite need to meet the guidelines above. All fresh floral decorations will be removed when they become unsightly or diseased, or when deemed necessary for the proper maintenance of the Cemetery.

## **MONUMENT, HEADSTONES, BENCHES, AND MARKERS**

1. The monument firm must notify and get permission from the Parks & Recreation Department prior to installing any monument, headstone, or marker.
2. Memorial benches are permitted in the place of a headstone or monument (not in addition to and/or not a footstone), must rest upon a concrete foundation, and must be installed by a monument company, under the supervision of the Cemetery Sexton. The top of each foundation shall be set at or below ground level. (Exception: Benches in place of monuments are not

permitted in the Rushing 9 section of Oak Grove Cemetery as only flat ground level grave markers are permitted in that section.)

3. All settings and/or erection of any monument, headstone, and marker must comply with City guidelines. Any installation not done in accordance with the following guidelines will be removed at the benefactor's expense.
  - All monument, headstones, and markers shall rest upon concrete foundations installed by a monument company, under the supervision of the cemetery sexton. The top of each foundation shall be set at or below ground level.
  - The concrete foundation shall be placed on solid ground not included in actual grave space except where the grave liner is of permanent type and of sufficient strength to support the weight of the foundation and memorial, and will not interfere with future grave openings.
  - All monuments and markers shall have level bottoms and be set upon the concrete foundations. The foundation shall be in proportion to the size and weight of such headstone or marker.
  - All monuments and markers shall be located within the lot lines of each space and shall not be placed in parking, roadways, or walks. Foundations shall be centered in the lot. A minimum of six inches (6") shall remain between the edge of the foundation and the front and sides of the lots.
  - Foundation for upright monuments shall be six inches (6") wider and longer than the base dimension of the monument to facilitate monument alignment. If existing conditions dictate a lesser depth, the foundation will be sixteen inches (16") to twenty-four inches (24") deep.
  - Monument height will be dictated by the majority of the surrounding monuments and as per grade as directed by the City.
  - Flush markers foundations shall have the same length and width dimensions as the flush marker. If existing conditions dictate a lesser depth, the foundation will be twelve inches (12") to eighteen inches (18") deep. All markers shall be set flush or below ground level.
4. Monuments, headstones, flush type markers, and inscriptions thereon shall face the nearest path or roadway and shall be placed on a line parallel to the path or roadway.
5. The City is not responsible for incorrect engravings on monuments or flush markers. The purchaser should check with their monument company to ensure that the on the monument or flush marker are correctly shown before the engraving is authorized or initiated.
6. On single burial lots, one (1) monument of upright, headstone type may be put in place. Said monument or marker foundation should not exceed the width of the lot. A single flush type marker is also allowed.
7. On lots consisting of two (2) burials spaces, only one (1) monument of the upright, headstone type may be put in place. The foundation of the monument or marker shall not exceed the width of two (2) lots. A single flush type marker is allowed for each burial space.
8. In the New Rushing 9 Addition of Oak Grove Cemetery, FLAT, FLUSH OR LAWN LEVEL HEADSTONES ONLY are allowed.

9. The monument firm shall be held responsible for any damages and shall be subject to the direction and control of the Parks & Recreation Director or his/her designee while on cemetery grounds.

### **Pursuant to Ordinance Section 26-34 – Sale or Transfer of Cemetery Lot**

Sec. 26-34. – Sale or transfer of cemetery lots.

- A. The City Clerk shall be empowered to prepare and execute on behalf of the City deeds conveying interest for sepulchre in cemetery lots in all cemeteries owned and operated by the City. Deeds prepared by the City Clerk shall be effective upon the City Clerk signing said deeds on behalf of the City and without review or approval by the Office of the City Manager and the City Commission. Such deeds shall convey license to use and access for sepulchre only, and shall not be interpreted to convey a fee interest in the land.
- B. No person shall purchase, have, hold, or own any license for use or access to a lot or part of a lot in the cemetery for the purpose of resale, speculation, or sale of single burial places, or sell or transfer any lot or part of a lot in the cemetery.
- C. No person shall bury or suffer or permit any person to be buried on any lot or part of a lot in the cemetery owned or held by such person, for a valuable consideration.
- D. No owner of a license for use or access to a lot in the cemetery, or any part thereof, shall sell or convey a burial space for any sum in excess of the amount paid therefor when the purchase was made from the City.

### **INTERMENT APPLICATION**

All applications for burial shall be made through the Paducah Parks & Recreation Department. Funeral homes working with Parks and Recreation to schedule burials on behalf of the families will need to have an additional contact form filled out by the family for future notification, if needed by the Parks and Recreation Dept. The following guidelines must be followed so we can coordinate all the required activities associated with the interment.

- Monday through Friday burials require at least two (2) working days notice prior to the interment.
- Saturday and Sunday burials require at least three (3) working days prior to funeral and interment.
- The City does not provide services on City observed holidays (New Year's Eve, New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Day and the day after Thanksgiving, Christmas Eve, and Christmas Day).
- The City does not provide tents, chairs, or assistance for services and/or interments. (Exception: The Parks and Recreation Department will provide chairs, podium and interment services that are held in the Mausoleum.)
- The City will not provide services after 1:00 p.m. on the day of the Christmas Parade.

2. During periods when the ground is extremely wet or when the ground is frozen, bodies may be placed in receiving vaults or held by the funeral home until conditions allow for the burial. Parks & Recreation will reschedule burial with funeral director when conditions are favorable for proper burial.
3. At the time of application for standard burial or cremains burial, precise instructions must be given regarding the particular space in the lot where interment is desired. The City will not be held responsible for any mistake occurring for instructions that were not properly given. If this should occur, the Funeral Home or Family of the deceased will be responsible for the full fees associated with opening/closing in another space.
4. During a burial service, all work in the immediate vicinity by City/Cemetery employees and Contractors or others shall be discontinued.
5. A burial vault must be used in all under ground interments.
6. Cremains must be contained in a container for burial.
7. Two (2) cremains are allowed to be buried in each grave; one (1) at the head and one (1) at the foot.
8. Engravings may be added to existing headstone or a flat, flush, or lawn level stone may be placed for cremains, at the head or the foot as appropriate, and must be placed by a monument company.
9. Burial of all persons who have died of infectious/contagious diseases shall be conducted strictly in accordance with the regulations of the State or local Health Department.

### **DISINTERMENT OR REOPENING OF GRAVES**

1. Federal and State laws require that proper authorization be obtained prior to disinterring and reintering a dead body. Such authorization is normally issued only to a licensed funeral director upon application to the State or local registration official. The next of kin, a court of law, or other authorized person may execute the application. The authorization for disinterment and reinterment is handled in the same manner as an authorization for disposition.
2. Disinterment, removal or reopening of graves shall be conducted exactly the same as original burials, being made only upon a permit issued by the State or local Health Department, which shall direct the manner in which the work shall be done. City employees shall not be allowed and are strictly prohibited from assisting the disinterment.

**Paducah Parks and Recreation reserves the right to remove any item(s) that is not permitted in the Oak Grove Cemetery guidelines at any time without prior notification. Paducah Parks and Recreation reserves the right to remove any item(s) placed on or near a grave site that hinders daily maintenance operations, presents a future hindrance of maintenance operations, or presents a danger to the staff or others, at any time without prior notification.**