

WINDSOR CHARTER TOWNSHIP

CEMETERY RULES AND REGULATIONS

The Windsor Charter Township Cemeteries, which include Pray, Skinner, West Windsor and Dimondale, are operated under the Management of the Township Board of Trustees.

The general rules and regulations apply to any person or persons entering the cemetery grounds for any purpose including but not limited to persons owning burial rights, persons visiting gravesites or attending ceremonies, and contractors performing work within the cemetery.

Access to Cemetery Grounds is permitted between 7:00 AM and dusk.

Section 1 DEFINITIONS

Administrator – The person who administers the cemetery records and cemetery policy.

Cemetery Office – The office for cemetery records and administration. The Cemetery office is located in the Township Clerk's Office at 405 W Jefferson, Dimondale

Interment – The burial of the remains of a deceased person.

Lot – An area consisting of one or more cemetery plots.

Lot Marker – A marker used by cemetery personnel to locate corners of a lot.

Maintenance Office – The office for maintenance of the cemetery grounds. The Maintenance Office is located in the Emergency Service Building 300 W. Jefferson, Dimondale.

Marker/ Monument - A marker/monument is a stone or **plaque** either flush or above the ground indicating the given and/or family names(s) of the deceased. It is usually located on the west side of the plot.

Plot – The term plot shall apply to a space of sufficient size within a lot (per rules and regulations) to accommodate a burial(s).

Superintendent of Maintenance/Safety/Sexton – The person who is responsible for the maintenance of the cemetery grounds, ground preparation before and after interment, pouring of monument foundations and enforcement of the Rules and Regulations of the cemetery.

Section 2

GENERAL

- A. Vehicle entrance and exit to the cemetery shall be made at established drives only. Vehicles are to use established roads and not to be driven on the lawn. Parking shall be on the roads and not on the grassy areas.
- B. Speed limit within the cemetery shall be 10 miles per hour. Excessive speeds and unsafe or reckless driving within the cemetery is prohibited.
- C. Windsor Charter Township shall not be liable for any personal or property damage caused by any person or vehicle, but rather damage caused by persons or vehicles within the cemetery grounds shall be the responsibility of the person, driver and/or owner of the vehicle and may be subject to prosecution.
- D. Motorized pleasure vehicles such as snowmobiles, go-carts, etc., shall not be permitted within the cemetery grounds at any time.
- E. Animals are not permitted in the cemetery, unless they are confined within the vehicle (assist animals are permitted). Interment of animals is prohibited.
- F. The consumption or use of intoxicating beverages or mind-altering drugs within the limits of the cemetery grounds is not permitted. Profanity or boisterous language, which disturbs the quiet and peaceful atmosphere of the cemetery is prohibited.
- G. The use of firearms in the cemetery is unlawful and prohibited except where firearms are used in conjunction with Township authorized cemetery ceremonies.
- H. Picking, mutilating or disturbing flowers, trees or shrubs or anything of a memorial nature is prohibited.
- I. The Township shall not be responsible for the theft or damage to anything placed on cemetery lots or graves.
- J. Advertising in any form, either on gravesites, memorials or in the cemetery shall be prohibited. However, monument companies may place a small, obscure company insignia on the base of monuments if they so desire.
- K. Chairs, settees and benches at the gravesites are prohibited except during the burial Ceremony.

- L. Windsor Charter Township shall assume NO responsibility for damages in the case of any marker, memorial, urn, shrub or planting being damaged in any way, during the regular course of lot care, maintenance, vandalism or subsequent burials.
- M. A dumpster is provided for the refuse of planting and non-biodegradable materials. Sod, dirt, dead flowers shall be taken away or placed in the compost pile near the dumpster.
- N. Windsor Charter Township reserves the right to maintain all gravesites including, but not limited to filling settled areas and reseeding of same.
- O. The placing of stone, limestone, woodchips, edging, wood borders ect. anywhere within cemetery lots is prohibited. Mulch may be properly placed where plantings are allowed.
- P. Permanent benches, chairs, etc., as well as toys, ornaments, metal designs, ceramic figurines, home made markers, etc. are prohibited.
- Q. Gravesites will be given to Windsor Charter Township Residents of thirty (30) days or more at the time of death. At no time may these lots be sold but may be transferred upon written notice to the Township Office.
- R. No monument shall be delivered to the cemetery until the Sexton has notified the firm requesting a foundation that the foundation has been installed. Cemetery personnel shall not place upright markers.

Section 3

INTERMENTS

- A. All funerals and interments within the cemetery grounds are under the direction of Windsor Charter Township's Sexton.
- B. Notice of funerals must be given to the sexton at least twenty-four (24) hours in advance of the scheduled burial.
- C. Funerals shall be scheduled for arrival to the cemetery prior to 4:00 P.M. Any late arrivals will be assessed a Saturday rate.
- D. A copy of the burial permit shall be required for all burials including cremains.
- E. Cemetery personnel shall remove funeral designs and floral pieces as soon as they become unsightly, and assumes no responsibility for their return.

- F. Burials shall not be permitted on Sunday, New Years Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day or any Election Day.
- G. All interments shall require a cement vault except in the case of cremains and infants in a combination Casket/Vault.
- H. Six (6) cremations or one cremains and one regular burial are allowed per plot.

Section 4

MONUMENTS & MARKERS

- A. Marker/monument space shall be designated by the Sexton. All marker/monuments are required to have a foundation. Cemetery personnel shall place foundations only after receiving an order and the appropriate fee to do so. The Sexton shall have the right to correct any error made in the placement of a marker/monument.
- B. All monuments or markers shall be made of durable granite or bronze. Other materials such as marble, wood or steel are not permissible. Markers may be installed subject to the approval of the Sexton or Township Clerk and the Windsor Charter Township Board, and in compliance with the policies established regarding the erection of monuments and installation of markers.
- C. The Township assumes no responsibility for assuring that ordered markers and monuments are proper for the area onto which they are to be placed and for name and placement location on the marker.
- D. The price of foundations for monuments and markers shall be set by the Windsor Charter Township Board. A list of current prices shall be available in the Township Clerk's office.
- E. Monument sizes are as listed:

Maximum upright and flush monument size shall be:

With bushes on ends

Single grave marker size	24" X 14"
Double grave marker size	36" X 14"
Triple grave marker size	60" X 14"

Without bushes on ends

Single grave marker size	36"X 14"
Double grave marker size	42"X 14"
Triple grave marker size	72"X 14"

- F. A marker may be placed anytime before or after interment if footing order has been submitted.

Section 5

WINTER PERIOD: NOVEMBER 1 TO APRIL 15

- A. Artificial arrangement, wreaths and grave blankets may be placed on gravesites.
- B. Decorations remaining after April 15th will be **removed** and disposed of by the Sexton.

SUMMER PERIOD: APRIL 16 TO OCTOBER 31

- A. Artificial flowers shall not be placed in the ground during this period. Securely set Silk flowers may be placed in an urn.
- B. Cut flowers must be placed in above ground Urns.
- C. Containers such as glass jars, tin cans, paper fast food cups, plastic milk containers, etc are prohibited.
- D. All flowers will be removed when they become unsightly.
- E. Potted plants will be allowed for seven (7) days before and seven (7) days after these Holidays: Easter, Mothers Day, Fathers Day, Memorial Day, July 4th and Labor Day. After these two (2) weeks they will be removed.
- F. No landscaping material and/or alterations to site will be allowed.

Section 6

PLANTINGS, FLOWERS, SHRUBBERY AND URNS

- A. No plantings of any sort may take place before the foundation and monument are permanently in place.
- B. Flowers may be planted twelve (12) inches in front and twelve (12) inches behind the monument in a worked up area.
- C. Shrubbery must be of the evergreen type that retain their needles all year and are not of the spreading variety.

- D. No plantings, which bear thorn or pricker type needles are allowed.
- E. Shrubs must be planted at the ends of the monuments only, but must be within your lot and not to exceed five (5) feet tall at maturity.
- F. If the gravesite becomes unsightly, has shrubbery that is not planted correctly, plantings that obstruct the vision of the monument or not in accordance with the above rules the Sexton has the right to remove any or all plantings.
- G. Urns/planters are permitted and must be placed in line with the monuments as to not interfere with cemetery maintenance. The placement of urns/planters on any grave is subject to approval by the Sexton to assure there is adequate room for placement and that the urn/planter is made of concrete, clay or stone. No plastic urns/planters will be allowed, other than those on a hanging plant holder (Shepherd's hook).
- H. Any lot owner requesting removal of shrubs and/or trees shall contact the cemetery Sexton or Township Clerk and sign a Request/Release from Liability form before removal by cemetery personnel.

Section 7

VIOLATION PROCEDURE

- A. Existing violations of these rules will be tagged.
- B. Lot owners will have 30 days to correct the violation.
- C. Cemetery staff will correct violations after 30 days.

**APPROVED BY WINDSOR CHARTER TOWNSHIP BOARD OF TRUSTEES
5/7/07.**