
*RULES AND REGULATIONS
RIVERSIDE CEMETERY*

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RIVERSIDE CEMETERY RULES AND REGULATIONS

INTRODUCTION

The cemetery is older than the City itself as records show the first burial was made in 1835 but the Village of Maumee was not incorporated until three years later in 1838. The first person to be buried in the cemetery was William S. Smith, three-year-old son of J.W. and V.E. Smith. That was on August 8, 1835. Two persons were buried in 1836, James Jackson, 75, on February 4 and Amos Clark, 15, son of Elijah and M. Clark, on September 13. Although the cemetery opened in 1835, it was 1900 before the village began issuing deeds to lot owners. The first deed transferred four lots of four graves each to Maumee Lodge No. 682, Independent Order of Odd Fellows. Purchase price was \$1.00 per lot. Shortly after that the price was raised to \$5.00 and by the time deeds numbered three and four were issued in the fall of 1900 the price was \$10.00. The cemetery is managed and maintained by the Department of Public Service.

PURPOSE

The rules herein established are designed for the protection of lot owners. Enforcement of these Rules and Regulations will help protect our cemetery and create and preserve its beauty. It is the intention of Cemetery management and city council to establish and enforce rules/regulations for the express purpose of ensuring that Riverside Cemetery continues to remain one of the City of Maumee's major assets.

GENERAL REGULATIONS

1. General

- a. Riverside Cemetery shall be under the control of the duly appointed City of Maumee Department of Public Service and its designated Cemetery Sexton. They shall maintain the drives and fences and keep in generally good condition all burial lots and grassed areas. The Cemetery Sexton shall be responsible for planting and maintaining any and all trees, shrubs and groundcovers.
- b. Residents are those who reside within the corporate boundaries of the City of Maumee. All others are considered non-residents.
- c. In cases where a grave space is purchased by a resident, paying a resident price but used for the burial of a non-resident, the interment fee will be at the non-resident pricing at the time of the burial.
- d. The cost of graves, foundations, interments and any other charges are established from time to time by City Council. Copies of the fee schedule can be obtained at the cemetery office.
- e. In order to perpetuate the beauty and continuity of the cemetery, Riverside Cemetery reserves the right to enforce all rules and regulation.

2. Purchase of Lots

- a. The cemetery will take all reasonable precautions to protect grave owners and the property rights of grave owners, within the cemetery, from loss or damage; but the cemetery distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.
- b. Purchasers of a grave shall receive a deed entitling them use of said grave for burial of human remains, subject to the Rules and Regulations of Riverside Cemetery, the Ordinances of the City of Maumee and the laws of the State of Ohio.
- c. Graves can be sold once purchased, only at the original purchase price.
- d. Riverside Cemetery reserves the right to modify the layout of the cemetery as appropriate.
- e. Riverside cemetery reserves the right to move an upright marker to facilitate grave digging.
- f. The City of Maumee Department of Public Service reserves the right to exclude from any lot, any headstone, monument, or other structure, or other object, which may conflict with the regulations, or which may be considered hazardous or offensive to the public or injurious to the general appearance of the grounds, lawns or graves.

3. Ownership Rights of Interment

- a. Upon the death of the holder or part-holder of a grave, the rights of said grave will descend to his/her heirs as stated in the will or in accordance with the laws of descent of the State of Ohio.
- b. If the owner of a grave gives permission for others to be buried on a remaining grave, this permission must be given in writing to the cemetery office, and the owner's signature shall be notarized.

4. Interment

- a. Burials shall be permitted only with a proper burial permit signed by the funeral director. All charges for opening and closing of a grave space shall be paid in full before burial is made.
- b. The Cemetery Sexton shall be notified at least 24 hours prior to the time of interment excluding Saturday, Sunday and holidays.
- c. All caskets of the deceased are to be encased in a top sealed concrete vault or grave liner. (Caskets for infants shall be encased in a non-decomposable baby vault.)
- d. All funerals on entering the cemetery shall be under the charge of the Cemetery Sexton.

- e. All burials shall conform to the rules of the Board of Health of the State of Ohio. All graves shall be dug by cemetery personnel and shall be paid for in advance, or guaranteed by the funeral director. The interment of multiple bodies in one grave is permitted only under the approval of the Cemetery Sexton or Department of Public Service.

5. Disinterment / Removals

- a. Disinterment shall be arranged with the Cemetery Sexton upon notice of one (1) week, will be made during regular business hours and paid for in advance.
- b. Disinterment's will be made in the manner prescribed by the laws of the State of Ohio.

6. Indigent Burial

- a. The Director of Finance is authorized to pay up to \$550.00 toward cremation services or provide a free grave to bury indigent dead residents of the City of Maumee.
- b. Rules and regulations established by the Director of Public Service and approved by council must be followed. This includes providing proof of residency and income, a death certificate, copy of obituary and itemized statement of burial expenses upon application for payment.

7. Monument Specifications

- a. Burial stones, footstones, or any form of monument shall be approved as to material, design and location as proper by the Cemetery Sexton and/or the Department of Public Service upon application for a foundation.
- b. All monuments shall be placed on a concrete foundation. These foundations must be a minimum of 6" larger than the monument in length and width. Only cemetery personnel can prepare these foundations.
- c. Monuments and memorials may not be set without prior approval and confirmation of exact grave location by Cemetery Sexton. Any unauthorized memorial work will be removed from the grave until proper arrangements have been made at the Department of Public Service office and will be at the expense of the owner.
- d. Cemetery personnel will not help unload or place any markers for the monument company.
- e. Markers shall not exceed 36" in overall height, 39" in overall length/width for a single grave space or 60" in overall length/width for two grave spaces and 18" in depth. Any monuments over two grave spaces shall be approved by the Cemetery Sexton.

8. Marker Cleaning and Repair

- a. Over time, there will be normal aging and upkeep required for all of the monuments and markers in the cemetery and are the personal property of the grave owner and thus the maintenance and care are the responsibility of the owner. Repairs and maintenance can be obtained from local monument companies.

PRIVILEGES AND RESTRICTIONS

1. Hours of Public Access

- a. No person without the consent of the Director of Public Service shall be permitted on the cemetery grounds except from sunrise to sunset.

2. Conduct of Visitors

- a. Visitors are expected to conduct themselves in a manner that accords due respect to the deceased.
- b. Visitors are requested to use the walks and drives.
- c. No motorized or non-motorized vehicles shall be driven in excess of 5 miles per hour.
- d. All vehicles (including bicycles) shall be permitted only upon paved or stoned driveways. Horses will be allowed in the Cemetery only at funeral processions or parades. Snowmobiles or other forms of recreational transportation will not be allowed in the Cemetery.
- e. Loud noises, loud, boisterous or profane language will not be allowed.
- f. Discharge of firearms, per Ohio revised code, will be permitted only as part of military services, funerals or ceremonies. Possession of a firearm shall be in accordance with ORC 2923.126 (c) and 2923.126 (cx3).
- g. Any building, burial stone, plant or tree shall not be defaced, injured, marked upon or removed.
- h. Intoxicating beverages and/or illegal drugs will not be allowed.
- i. No advertising, selling or soliciting will be permitted.
- j. All persons within the cemetery are prohibited from:
 - Gathering flowers (wild, cultivated or artificial);
 - Feeding and/or disturbing the birds and wildlife.
- k. Funeral corteges and all persons entering the Cemetery shall be required to follow directions from the Sexton or cemetery personnel.
- l. Musical instruments or appropriate sound reproducing equipment shall be permitted in funeral services with the permission of the Cemetery Sexton.

3. Care of Graves

- a. No person or persons not employed by the Cemetery shall excavate any earth, lay or remove any sod, alter the grade of any grave within the Cemetery either on or about his own grave or the graves of others, or plant any tree or shrub without approval of the Sexton.
- b. Winter decorations will be removed by April 15 each year if not removed prior.

4. Trees and Shrubs

- a. The cemetery will undertake to maintain, as may be practicable, the planting of trees and shrubs, to preserve and maintain landscape features, but does not undertake to maintain individual plantings as allowed by the Board.
- b. The cemetery is not responsible for personal items and/or other property left, lost or placed on lots or graves.

5. Flower and Floral Decorations Policy

- a. Floral tributes, wreaths, etc. may be placed upon monuments in a regulation non-glass container any time of the year. Flowers, including burial service flowers, will be removed when they become unsightly, discolored or wilted. All items shall be placed on the foundation when possible.

SUGGESTIONS

- 1. Prospective patrons may feel free to visit the Cemetery for information without obligation to select.
- 2. Lot owners are urged to contact the Cemetery at any time if the meaning or intent of these Rules and Regulations are not clear, or if other information is desired.

DISCLAIMER

The Cemetery is intended to serve as the final resting place for qualified persons and it is essential that certain guidelines exist to ensure that the integrity, beauty and maintenance of the cemetery not be interrupted. All lot owners, visitors and contractors who perform work within the cemetery shall be subject to these Rules & Regulations. Although these Rules & Regulations are comprehensive in scope, they are not all encompassing. It is recognized that situations not addressed within this document may arise from time to time. In those instances, the Building and Lands Committee will review the matter and issue its disposition. In all instances, the decision of the Committee is final and may not be appealed.

These Rules and Regulations supersede and replace any/all previously issued Rules and Regulations and are effective September 21, 2015. The Committee reserves the right to review and revise rules and/or regulations at its discretion.

DECLARATION

I, the undersigned, do hereby affirm that I have read and understand Riverside Cemetery's rules and regulations and agree to abide by them.

Signature: _____

Date: _____

Signature: _____

Date: _____