



Association Cemetery Rules & Regulations

January 1, 2016

Association Cemetery is operated under the Management of the Sylvania Township Board of Trustees.

The following rules and regulations apply when 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 dawn and dusk.

Section 1 – DEFINITIONS:

Cemetery Office – Cemetery records and administration is located at the Sylvania Township Hall at 4927 Holland Sylvania Road, Sylvania, OH. 43560 Office: 419-882-0031

Administrator – Person who administers the cemetery records and policy.

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

Interment – 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.

Marker/ Monument – 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 – A space of sufficient size within a lot (per rules and regulations) to accommodate a burial(s).

Section 2 – GENERAL:

A. Vehicles shall drive and park on the pavement surface.

B. Speed limit within the cemetery shall be 5 miles per hour. Excessive speeds and unsafe or reckless driving within the cemetery is prohibited.



- C. Sylvania Township is held harmless for any personal or property damage caused by any person or vehicle, 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 recreational vehicles such as snowmobiles, go-carts, etc., are prohibited within the cemetery grounds at any time.
- E. Animals are prohibited in the cemetery, unless they are confined within the vehicle (assist animals are permitted). Interment of animal(s) is prohibited.
- F. The consumption or use of intoxicating beverages or mind-altering drugs within the limits of the cemetery grounds is prohibited. Profanity or boisterous language, which disturbs the quiet and peaceful atmosphere of the cemetery, is prohibited.
- G. Use of firearms in the cemetery is unlawful and prohibited except where firearms are used in conjunction with Township authorized cemetery ceremonies.
- H. Removing, destroying, or disturbing flowers, trees or shrubs or items of a memorial nature is prohibited.
- I. Sylvania Township is held harmless for the theft or damage to items placed on cemetery lots or graves.
- J. Advertising in any forms, either on gravesites, memorials or in the cemetery is prohibited.
- K Permanent benches, chairs, settees and benches (except purchased monuments/ markers shaped like benches and placed as the official grave marker) at the gravesite is prohibited, except during the burial ceremony.
- L. Sylvania Township is held harmless 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. Trash receptacles are provided for refuse items only.
- N. Sylvania Township reserves the right to maintain all gravesites. Including, but not limited to filling settled areas and reseeding of same.
- O. Placing of stone, limestone, wood chips, edging, wood borders etc. anywhere within cemetery lots is prohibited.



P. Toys, ornaments, metal designs, ceramic figurines, home-made markers, lighting, etc., are prohibited unless securely placed upon the monument and do not interfere with the upkeep of the grave site by cemetery personnel.

Q. The proof of ownership is the sole responsibility of the party seeking to sell, transfer or allow others to be interred on a lot or plot. Written, notarized authorization must be granted by owners or heirs of owners allowing others to be interred in a plot, including urns interred on top of a vault.

Section 3 – INTERMENTS:

A. All funerals and interments are coordinated between the Funeral Director, lot(s) owner and or designated family member and Sylvania Township.

B. The Cemetery Administrator must be notified at least forty-eight (48) hours in advance of a scheduled interment and at least 5 business days prior to a disinterment.

C. Funerals are subject to the "Cemetery Fees" schedule, see last page. Additional fees apply to funerals scheduled after 3:00pm weekdays, weekends and holidays.

D. A copy of the burial permit from the funeral home shall be required for all burials including cremations.

E. Cemetery personnel shall remove funeral designs and floral pieces as soon as they become unsightly, and held harmless for their return. The Township reserves the right to restrict unusual arrangements.

F. All interments shall require a concrete vault except in the case of cremations and infants in a combination Casket/Vault.

G. Four (4) cremations are allowed per plot or one cremation 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 install foundations after receiving payment and work-order from the Cemetery Administrator.

B. The Sexton has the right to correct any error made in the placement of a marker/monument.



- C. All monuments or markers must be made of granite or bronze. Other materials such as wood or steel are prohibited. Markers may be installed subject to the approval of the Sexton or Administrator, and in compliance with the policies established regarding the erection of monuments and installation of markers.
- D. Cleaning and care for monuments is the owner(s) / family member obligation.
- E. The Township is held harmless for the placement of marker / monument locations, names, dates, and other engraving details on markers / monuments.
- F. Price of foundations for monuments shall be set by the Sylvania Township Trustees. A list of current prices is available in the Cemetery Administrator's office.
- G. Maximum upright or flush monument base size shall not exceed:
 - Single grave marker size 36"L X 14"W
 - Double grave marker size 42"L X 14"W
 - Triple grave marker size 72"L X 14"W
- H. Monuments are installed at the discretion of the Cemetery Sexton.

Section 5 – WINTER & SUMMER PERIODS:

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 cemetery personnel.

Summer Period: APRIL 16 TO OCTOBER 31

- A. Containers such as glass jars, tin cans, paper fast food cups, plastic milk containers, etc. are prohibited.
- B. Potted plants are allowed for seven (7) days before and seven (7) days after any federally recognized or Religious Holiday, and then will be removed by cemetery personnel.
- C. Landscaping materials to the Lots / Plots is prohibited.



Section 6 – PLANTINGS, FLOWERS, SHRUBBERY AND URNS:

- A. Plantings of any sort require authorization from the Cemetery Sexton.
- B. Cemetery personnel retain the right to remove any and all unsightly / neglected plantings.
- C. Planters are permitted and must be placed in line with the monuments as to not interfere with cemetery maintenance.
- D. Lot owner(s) shall provide a Written Request to remove shrubs and/or trees to the Cemetery Sexton or Administrator.

Section 7 – CORRECTIONS / ERRORS:

The Sylvania Township Board of Trustees reserve the right to correct any error made during the discourse of selling a cemetery lot(s) and to substitute another lot of equal value at a similar location to correct any error. In addition, the Township is held harmless of any error(s) due to inaccurate information provided to the Township. The Board of Trustees will work with lot owners to mitigate errors.



Association Cemetery Fees

January 1, 2016

Open / Close:

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|------------------------------------|-----------|
| 1. Adult | \$ 500.00 |
| 2. Vault, 3 feet or less in length | \$ 230.00 |

Additional Cost for Opening / Closing:

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| 1. Weekday services time at gravesite, 3:00 pm and later | \$ 175.00 |
| 2. Saturdays & Holidays | \$ 200.00 |

Purchase Single Grave:

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|-----------------------------------|-----------|
| 1. Sylvania Township Resident | \$ 600.00 |
| 2. Non-Sylvania Township Resident | \$ 720.00 |

Cremated Remains/ Amputated Limbs:

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| 1. Performed at the cemetery's convenience | \$ 150.00 |
| 2. Performed by appointment | \$ 230.00 |

Foundation:

- | | | |
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| Single | 12" X 24" X 24" | \$ 150.00 |
| Double | 15" X 36" X 24" | \$ 200.00 |
| Triple | 15" X 72" X 24" | \$300.00 |

Disinterment – Weekdays only	\$ 900.00
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Sylvania Township
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