

## **DEFINITIONS**

The term MARKER shall refer to a grave marker set flush with the ground. Markers must be made of bronze or granite. If made of bronze, the marker must not be less than ¼ of an inch thick.

The term MONUMENT shall refer to a structure with a base that stands above the ground and is set on a foundation. All monuments must be constructed of granite.

The term FOUNDATION shall refer to a footing in the ground for the monument and its base to set upon. All foundation installations and repairs must be performed by cemetery staff or authorized personnel. A foundation must extend at least 3 feet below the surface of the ground to prevent frost heaving. It must be constructed of poured concrete; however stone or similar masonry material may be added. Foundations must include a 4 inch mowing apron around all sides of any monument in Section D and all future sections; in Sections C and older a; 3 inch mowing apron is required. Ordinarily, the width of the foundation with mowing apron shall never exceed 20 inches.

The term IMMEDIATE FAMILY or IMMEDIATE RELATIVE refers to a sibling, spouse, parent or children.

The term SECTION refers to a large group of blocks within the cemetery. Currently there six sections in the cemetery; 1, 2, A, B, C, and D.

The term BLOCK refers to a set of 4 lots OR a set of 8 graves, depending on the section the block is in.

The term LOT refers to a number of graves, either 8 full graves or 4 cremation spots within a cremation plot.

The term PLOT refers to any number of burial sites within a block or lot.

The term GRAVE refers to a single burial site.

## **MARKERS AND MONUMENTS**

All graves must be marked with a permanent marker or monument, the construction of which was explained in the definitions section.

Any granite marker marking a single grave shall consist of a single piece and shall not exceed 32 inches in length and 20 inches in width. It shall not be less than 3.5 inches thick and not more than 5 inches thick.

If marking an infant grave, the granite marker shall consist of a single piece. It shall not exceed 18 inches in length and 9 inches in width, and shall not be less than 3.5 inches thick and not more than 5 inches thick.

A marker marking two graves shall consist of a single piece, and shall not exceed 48 inches in length and 20 inches in width. It shall not be less than 3.5 inches thick and not more than 5 inches thick.

A monument shall be used to mark two or more graves. Markers may not be used in addition to a monument, with the exception of veterans' plaques. Ordinarily, the total height of a monument (including base) shall not exceed 28 inches, and the base shall not exceed 12 inches in width.

The length of the monument base marking two graves shall not exceed 54 inches.

If marking three graves side by side, the length of the monument base shall not exceed 60 inches.

If marking four graves side by side, the length of the monument base shall not exceed 72 inches.

If purchasing graves end to end, both sides of the monument can be used to mark graves, and the length of the monument base shall be determined by the number of graves side by side, as previously stated.

The cemetery manager/committee reserves the right to reject any monument or marker which doesn't adhere to the above rules concerning size and construction, or is of poor quality, design, or content.

## **DECORATIONS, VASES, SHEPHERD'S HOOKS**

Vases are allowed on markers and monuments. The vase(s) must be fastened to the top of the base of the monument or directly to the marker, NOT to the foundation of the monument or off to the side of the marker. Brackets which hold flower pots are also allowed on monuments; provided the bracket sits on top of the base and does not interfere with mowing and trimming. Brackets are generally discouraged on markers, as most designs interfere with mowing/trimming. Shepherd's hooks are permitted, provided they do not exceed 52 inches of height from the foundation, and must be fastened to or drilled into the monument base. Any floral arrangements hanging on the hook shall hang in the area above the monument and not interfere with mowing and trimming.

No flowers, statues, knick-knacks, figurines, flags, lights, shepherd's hooks, etc, shall be placed on the mowing apron or grass around the apron. Cemetery staff will remove any items in these areas. Statues, knick-knacks, figurines, etc., on the base of the monument are discouraged due to breakage of such items, the accumulation of dirt and grass clippings, and monument discoloration. Cemetery staff will remove any such item at their discretion.

Any flowers or arrangements that repeatedly fall out of vases, pots, or off of the monument or marker will be removed and discarded. Any floral arrangements which are in a state of deterioration and leaving debris on the ground, or are discolored, unsightly, and/or moldy due to prolonged exposure to the elements will also be removed and discarded.

Any fall/winter themed decorations must be removed by April 1st, and any spring/summer themed decorations must be removed by November 1st. Any out of season decorations are subject to removal by cemetery staff. Cemetery staff is not responsible for any loss or damage to any decoration due to any mowing, trimming or snow removal.

During the Christmas season, decorations are permitted on stands, brackets or holders placed in the grass in the immediate vicinity of the monument or marker, provided mowing and trimming is finished for the year. Absolutely no decorations shall be placed directly on the ground; they present a tripping hazard when covered with snow and will be discarded. Any stand, bracket or holder containing a winter decoration which continually tips over will be discarded.

## **BURIAL RIGHTS**

A certificate for a burial plot doesn't grant any privileges other than those specified on the certificate, namely for designated persons to be interred in the specified area.

All payments due to the Cemetery must be paid in full before any marker or monument is installed or updated. If payment is not received within a year, the purchaser forfeits all burial rights to the grave(s), whether occupied or not, and all property rights shall revert back to the cemetery.

If a certificate holder wishes to allow an individual who isn't a relative to be buried within the specified property, then all of the rules of burial and markers in a single grave apply.

An individual who has purchased burial rights in the cemetery and has decided to make alternate arrangements has two options. Burial rights within the cemetery can be transferred to an immediate family member of the purchaser or the purchaser may return burial rights to any property back to the cemetery for the original purchase price.

Upon the death of the purchaser, burial rights shall be transferred to the person(s) identified under the last will of the property holder OR the person(s) identified in any special instructions given by the property holder and left on file in the cemetery records. If no instructions exist, then the burial rights shall be transferred to the heir(s) of the certificate holder as identified by civil law. Any individual who receives burial rights to property through inheritance or transfer shall abide by all cemetery regulations the same as if they had purchased burial rights.

In the event burial rights transfer to more than one individual, the cemetery manager shall rely on consensus of a majority of heirs concerning any issues regarding inherited burial rights. A signed form must be presented by any individuals claiming burial rights to authorize any work or interment on the applicable property, monument, or marker. The form must be signed by at least a majority of the heirs. If the cemetery manager has any reason to believe any signatures on any forms are fraudulent or that someone is attempting to forge signatures, the manager may require signatures from ALL heirs, may require all signatures to be made in the presence of the manager, or require the form to be notarized upon signature, or any combination of the above.

A \$100.00 fee will be charged to any monument/marker company when either placing a new "In Memoriam" monument/marker or engraving an "In Memoriam" inscription on an existing monument/marker for an individual who is not interred at the location of said monument/marker.

A 2nd right of burial is available for a fee on all graves in the cemetery unless specified otherwise by the manager or purchaser of burial rights. Two cremation burials OR a casket burial and a cremation burial per grave are allowed. For a second right of burial to be allowed, the original purchaser must name the individual wishing second right of burial and the name recorded with records of the purchase. If the original purchaser is deceased, the person requesting second right of burial must be an immediate relative of the deceased.

## **OPERATIONS**

Only cemetery staff or contractors authorized by the manager are permitted to dig any graves, whether traditional or cremation.

The cemetery may refuse to open a grave due to weather, cemetery conditions, or difficulty in locating the burial site due to frost. A winter burial may not be possible depending on the location of the site.

At least 3 FULL days notice must be given prior to a traditional burial, at least 4 FULL days in the wintertime. Sundays are not included.

The cemetery does not have full time staffing at this time; a cemetery employee may not be present at all burials. If any special arrangements are needed for or during a burial, please notify the cemetery manager ahead of time.

No pets shall be allowed in the cemetery at any time.

The cemetery closes at sunset; any activity in the cemetery after dark is not permitted and could result in the notification of the Kaukauna Police Department.

The consumption of alcohol is forbidden on cemetery property.

During winter and any point where there is snow, ice, excessive mud from rain, etc., on cemetery grounds, any prayers or burial rites must be performed at the side of one of the cemetery roads. During such conditions, individuals are discouraged from following the vault to the grave site, especially in wintertime. Slippery conditions, decorations covered by snow, and freshly covered graves which have sunk are all potential hazards which could result in severe injury. Winter visitations in general are highly discouraged. Snow and ice are common hazards especially for the very young and the elderly, and the cemetery staff is not authorized to use any cemetery equipment to free any vehicle which may be stuck in ice or snow.

## **COLUMBARIUM RULES AND REGULATIONS**

The only item allowed in the columbarium niche is the cremation container. The container must be no larger than 9.5" x 9.5" x 9.5".

No personal items, wreaths, decorations, flowers, knick-knacks, etc. are allowed in, on, or in the area around the columbarium. Any such item will be removed and discarded immediately when found.

Military markers are allowed on the open face of the columbarium, please check with the manager for installation of such plaque.

Absolutely no items will be allowed around the large crucifix next to the columbarium.

## **CREMATION PLOTS, RULES AND REGULATIONS**

Cremated remains can be buried in a regular grave or a cremation plot, no more than two cremated remains in a regular grave; no more than four cremated remains in a cremation plot.

It is **HIGHLY** recommended that cremated remains be in a sealed, non-biodegradable container made to withstand ground pressure and moisture. Materials such as glass, wood and porcelain are not permitted unless in a cremation vault. The name of the deceased must be on the container. In the event that cremated remains are disinterred, the cemetery shall not be liable for any damage or natural degradation of/to any vessel that contains cremated remains.

If a cremation plot is purchased, the price of the foundation is included in the cremation plot price.

The monument will utilize both sides, marking plots on the East side, towards Lawe Street, and the West side, towards the railroad.

The monuments shall all be the same shape and size determined by the Cemetery, the only variation being color. The base will be 12"x32"x6" with the top being polished. The monument sitting on the base will be 20"x24"x6", with both sides being polished.

No engraving is to be allowed until the purchaser has paid for the plot and their half of the monument in full.

No more than two monuments shall be on the cremation site with only one side sold, and two monuments of the same color should never be adjacent to one another.

If there are to be four cremation remains buried in a cremation plot, all the names **MUST** be engraved on the monument, no additional flush markers are allowed on a cremation plot with the exception of military markers. Please consider the possibility of four individuals being buried in a cremation plot and determine the amount of space four names would use on the monument.

Engraving is not including in the purchasing price of the monument, nor is the burial price included in the price of the plot.

For more information on this booklet or any other questions regarding the cemetery or interments therein, please contact the cemetery at 920-372-3742.

**Holy Cross Cemetery**  
**Rules and Regulations**