

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 8:00 am to dark.

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 POLICIES AND PROCEDURES

In accordance with Chapter 26 Cemeteries in the City of Paducah Code of Ordinances, the sections described herein serve as the standard for operating procedures at Oak Grove Cemetery. The complete ordinance can be viewed on the City's Website at www.paducahky.gov.

Section 1: Rules and Regulations

1. Alcohol is not permitted.
2. Soliciting or sale of material is not permitted.
3. 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.
4. All dogs, cats, or other domestic animals are not permitted on cemetery grounds, unless contained inside a vehicle, with the exception of licensed service animals.
5. All trash and waste materials are to be disposed of in the trash receptacles provided throughout the cemetery.
6. Removal of, defacing or destroying of any upright monuments, flat, flush, or lawn level markers, tomb, vault, mausoleum, or decoration on any cemetery lot that is not conducted as part of the City's maintenance of the grounds is prohibited.
7. Disturbance of any grave or place of burial is strictly prohibited.
8. All children must be accompanied by an adult.
9. 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 Parks Maintenance Supervisor.
10. Obey all rules and regulations.

For a complete list of rules and regulations specific to the cemetery grounds, visit the city's website at www.paducahky.gov.

Section 2: Grave Site Decorations

The following forms of decoration **are permitted** as decorations on the grave site:

1. Permitted decorations include fresh cut or artificial flowers, single hook shepherd hook with hanging basket, and upright monuments, flat, flush, or lawn level markers placed by a monument company and set at the head of the grave lot. Additional specifications for these items are included below.
2. Artificial and fresh floral arrangements are permitted provided they are in a Cemetery-approved vase that is permanently mounted on the monument, 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.
3. 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.
4. 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:

5. Landscaping, trees, shrubs, and other perineal or annual plantings of any kind is not permitted.
6. Curbing, boarders, benches, ground covers, including stones, gravel, rock, mulch, weed cloth, etc is not permitted.
7. All glass, crockery or ceramic, Styrofoam, wood, statuary, vases, toys, cans, ornaments, windchimes, lights, etc are not permitted.
8. Ground lighting, staked solar lighting, and candles is not permitted.
9. Any items mentioned above are not permitted and will be removed upon discovery. Additionally, a seasonal clean-up of the cemetery will occur 2 times per year, once in early spring, and once in early fall, to remove items that may have been missed during routine maintenance efforts.

Seasonal Decorations and New Burials:

10. 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.
11. 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.

12. 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.
13. Seasonal decorations in celebration and remembrance of birth, anniversary, and/or death dates will be permitted for 10 days before and 10 days following, and must meet the guidelines above. Once the time frame has expired all items will be removed and discarded.
14. 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.

Specific requests must be made in writing to the Parks and Recreation Director for items not mentioned in the guidelines. The Parks and Recreation Director reserves the right to allow or refuse any other items not mentioned in the guidelines, at his or her discretion.

Section 3: Upright Monuments, Flat, Flush, or Lawn Level Markers

1. The monument firm must notify and get permission from the Parks & Recreation Department prior to installing any upright, monument, or flat, flush, or lawn level marker.
2. Monuments, uprights, and flat, flush, or lawn level markers shall be made of granite, marble, or bronze, with the exception of standard government markers. No substandard grade of material shall be permitted.
3. Benches of any kind in the cemetery are not permitted. Benches presently located in the cemetery are exempt until such time it is determined replacement is desired or needed. Replacement shall comply with exiting guidelines for the cemetery.
4. All settings and/or erection of any monument, upright, or flat, flush, or lawn level marker must comply with City guidelines. Any installation not done in accordance with the following guidelines will be removed at the benefactor's expense.
 - a. All monuments, uprights, or flat, flush, or lawn level markers shall rest upon concrete foundations installed by a monument company, under the supervision of the Parks Maintenance Supervisor. The top of each foundation shall be set at or below ground level.
 - b. 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.
 - c. All monument, upright, or flat, flush, or lawn level marker 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.
 - d. All monument, upright, or flat, flush, or lawn level marker 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.

- e. 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.
 - f. Monument height will be dictated by the majority of the surrounding monuments and as per grade as directed by the City.
 - g. 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.
5. Monuments, uprights, or flat, flush, or lawn level markers, and inscriptions thereon shall face the nearest path or roadway and shall be placed on a line parallel to the path or roadway.
 6. The City is not responsible for incorrect engravings on monuments, uprights, or flat, flush, or lawn level markers. The purchaser should check with their monument company to ensure that the engravings are correctly shown before the engraving is authorized or initiated.
 7. On single burial lots, one (1) monument, upright, or flat, flush, or lawn level marker type may be put in place at the head of the grave lot. Said monument or marker foundation should not exceed the width of the lot.
 8. On adjoining lots consisting of two (2) burials spaces, owned by the same owner, one (1) double monument, upright, or flat, flush, or lawn level marker may be put in place for both grave lots, or each lot may have one (1) monument, upright, or flat, flush, or lawn level marker put in place, at the head of the grave lot(s). The foundation of the monument, upright, or flat, flush or lawn level marker shall not exceed the width of two (2) lots.
 9. In the New Rushing 9 Addition of Oak Grove Cemetery, only flat, flush, or lawn level markers are permitted.
 10. Replacement of monuments, uprights, or flat, flush, or lawn level markers shall be the responsibility of the purchaser and/or family and must be placed by a monument company under the supervision of the Parks Maintenance Supervisor. Paducah Parks and Recreation is not responsible for the replacement of monuments, uprights, flat, flush, or lawn level markers.
 11. 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.

Section 4: Purchase, Sale or Transfer of Cemetery Lots

As specified in the City of Paducah Code of Ordinances, Chapter 26 Section 35:

1. Upon the purchase of a lot in the cemetery, a deed will be issued to the purchaser of the lot and filed with the City Clerk's office.
2. The City Clerk shall be empowered to prepare and execute on behalf of the City all deeds conveying interest for sepulcher 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 sepulcher only and shall not be interpreted to convey a fee interest in the land.

3. 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 grave places, or sell or transfer any lot or part of a lot in the cemetery to another person.
4. No owner of a license for use or access to a lot in the cemetery or any part thereof shall sell or convey a grave space for any sum.
5. 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.
6. Transfer of a license for use or access to any lot or part of a lot in the cemetery to an heir or other designee must be requested and approved by the Parks and Recreation Department prior to the transfer of lot or part of a lot. All transfers must be recorded with the Parks and Recreation Department. License for use or access to any lot or part of a lot in the cemetery that is not able to be transferred to an heir or other designee may be tendered back to the city for a refund of the original purchase price of the lot.
7. In the instance where a previously sold grave lot in the cemetery is unused and no record of living heirs exists, Parks staff may file an action in the local Circuit Court requesting that the burial rights in the unused portion of the lot(s) in question be deemed abandoned and that the cemetery be authorized to sell the rights upon entry of the court's judgment. The defendants in the action shall be the unknown heirs of the original owner of the burial rights in the lots in question.
8. Judgment declaring burial rights be abandoned shall not occur if an owner or heir of the cemetery lot in question has filed a written statement with the cemetery directing that certain grave spaces not be used.

Section 5: 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.

1. An interment application must be filled out by the funeral home prior to scheduling burials at Oak Grove Cemetery.
2. Monday through Friday burials require at least two (2) business days notice prior to the interment.
3. Saturday burials require at least three (3) business days prior to funeral and interment, and will incur weekend rates.
4. The City does not provide services on Sundays.
5. The City does not provide services on holidays as follows:

- a. New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter, Mother's Day Memorial Day, Father's Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Halloween, Election Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day, New Year's Eve.
6. 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.)
7. During periods when the ground is extremely wet or when the ground is frozen, vaults 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.
8. 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.
9. During a burial service, all work in the immediate vicinity by City/Cemetery employees and Contractors or others shall be discontinued.
10. A concrete or steel burial vault must be used in all underground interments.
11. Cremains must be contained in a container for burial.
12. Two (2) cremains are allowed to be buried in each grave; one (1) at the head and one (1) at the foot.
13. Engravings for cremains may be added to existing upright monument, flat, flush, or lawn level stone at the head as appropriate.
14. 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.

Section 6: 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.
3. Authorization for disinterment, transportation, and reinterment or other disposition shall be required prior to disinterment of any human remains and shall be issued by the state registrar upon proper application.

4. Any person requesting disinterment shall complete an application and file with the City. Applications for disinterment will be submitted to a licensed funeral director and the local registration official for authorization. Once authorized, the city shall make necessary arrangements to execute disinterment.
5. The charges associated with disinter and reinter conducted at the request of the next of kin, will be the responsibility of the requester.

Section 7: Inclement Weather

Funeral and burial services may not be conducted when local forecasters have issued a severe weather event notification for an area that includes the City of Paducah.

When inclement weather impacts the grounds and areas surrounding the burial site, burial services may be postponed at the discretion of the Parks Maintenance staff.