

DUNNELLO MEMORIAL GARDENS

10939 SW 210th Avenue
City of Dunnellon, Florida

RULES AND REGULATIONS

Adopted 1994
Revised as to grammar & spelling
12/15/2009

Preface

In compiling these rules and regulations the City of Dunnellon, Florida, has endeavored to safeguard the rights of individual lot owners as well as the cemetery as a whole.

The cemetery and all that it contains is hallowed in our hearts and in our memories; and we trust that no one will intentionally violate any of the established rules and regulations.

The City trusts that every lot owner is interested in the fair enforcement of these rules and that the rules will not be considered arbitrary, but necessary, to assure the proper management, development, and maintenance in keeping with a large, well-maintained cemetery.

Section I - General Rules

1. Dunnellon Memorial Gardens is a perpetual care cemetery. The City of Dunnellon will maintain the cemetery in keeping with a well preserved memorial park to include mowing and trimming shrubs and trees at reasonable intervals; procuring and maintaining necessary machinery, tools, and equipment in proper working order and replacing same when necessary; keeping drains, irrigation systems, roads, buildings, and other structures in good repair; maintaining required records of lot ownership and other information and making those records available to the interested public.
2. The cemetery is set aside for the exclusive burial of human remains and shall be used for this purpose only.
3. The Public Services Supervisor for Streets and Roads (hereafter referred to as Supervisor) is responsible to enforce the rules and regulations as stated herein. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship, especially in the case of the older sections of the cemetery. Therefore, the City of Dunnellon reserves the right to, without notice, make exceptions or modifications to any of the rules when it appears advisable. The City Council shall make the final decision on all of these special cases.
4. The City shall have the right to correct any efforts that may be made by it in good faith whether making internments or removals, or in the description, transfer or conveyance of any internment property.
5. The City shall not be liable, and distinctly disclaims all responsibility for loss or damage to property or rights of lot owners arising from causes beyond its reasonable control, especially from damage caused by the elements, acts of God, thieves, vandals, or unavoidable accidents whether the damage is direct or collateral.
6. The City shall not be held responsible for any order or information given by telephone, or for any mistakes occurring from the want of precise written instructions from lot owners or funeral directors.
7. The Supervisor has full charge of the cemetery and is authorized to enforce all rules and regulations, maintain order, and supervise all workers, visitors and drivers; to expel, and/or prohibit reentry to those who disregard lawful orders or established rules, regulations, or policies; and to inspect and/or refuse entrance to any and all materials when necessary.

8. The cemetery will be open every day from sunrise until sundown. Information on the cemetery may be obtained during normal business hours at:
 - The City Clerk's Office (8:00 a.m. - 5:00 p.m.)
 - Telephone Number (352) 465-8500
 - The Public Services Department (7:30 a.m. - 4:00 p.m.)
 - Telephone Number (352) 465-8590
 - Monday through Friday, except holidays.
9. The City may, and hereby expressly reserves the right, at any time or times, with or without notice to lot owners, to adopt new rules and regulations or to amend, alter, or repeal any rule, regulation, article, section, paragraph, or sentence in these rules and regulations.
10. The City reserves the perpetual right of ingress and egress over lots when necessary.
11. The City reserves the right to redraw the plat for any or all parts of the cemetery not sold for burial purposes, including the right to open, close, or change the location or grades of roads or walkways.
12. City employees are prohibited from taking tips or gratuities from lot owners for special work performed during regular working hours. Employees will be glad to provide assistance in way possible when asked.
13. These rules and regulations shall apply to any and all internment places within the cemetery whether grave, crypt, vault, or mausoleum.

Section II - Lot Sales and Transfers

1. Persons desiring to purchase lots should contact Public Services Department at (352) 465-8590 during normal business hours. Arrangements will be made to assist in the selection of a lot. If the decision is made to purchase a lot, the buyer will be directed to the City Clerk's office to arrange payment. Deeds will be issued only from the Clerk's Office.
2. Lot prices will be established by City Council through resolution and are subject to change as the value of the lots increase. A copy of Resolution 2005-12 is attached hereto and made a part hereof as Exhibit "A".
3. Normally, the cost of the lot shall be paid in full at the time of purchase. City Council may elect to allow a short payment period which shall be established by resolution. A copy of said Purchase Agreement is attached hereto and made a part hereof as Exhibit "B".
4. The Deed to the lot shall not be issued until such time as payment in full has been made. Failure to complete payment for the lot as arranged can result in forfeiture of any monies paid and the lot being sold to another party.
5. Lot owners are responsible for notifying the City of any change to their mailing address. Notices mailed to a lot owner at the last address on file shall be considered as having been delivered.
6. No transfers or assignment of any lot, or interest therein, shall be valid without prior consent of the City and endorsed in writing upon transfer or assignment. A transfer deed will be completed by the City as official proof of new ownership.

Section III - Records

1. The City shall keep an Internment Record of every burial in the cemetery showing the name; date of birth, death and internment; and the location (section, block, lot) of the burial. All financial records of the cemetery shall be available at City Hall and shall be readily available at all reasonable times.

Section IV - Internments and Removals

2. No interment or removal shall occur until the City has verified the proper location of the lot and a written permit is issued by the City. Cost of the permit shall be set by the City Council through resolution and shall be subject to change without prior notice.
3. During the opening of the grave, dirt shall not be placed directly onto the ground. The dirt will be placed on tarpaulins or directly into carts. All dirt remaining after closing the grave remains the property of the City and shall be taken to an on site stock pile as directed by the City.
4. Upon closing of the grave the ground will be returned to its original condition by either the replacement of the original sod or the placement of new sod. In either case the sod will be placed flush with the existing ground and the edges blended into the surrounding area. The Public Works Supervisor's decision as to the final appearance of the grave site shall be final.
5. Lot owners shall not allow any internments on their lots for remuneration.
6. Not more than one body shall be interred in any one grave space, except in cases where a parent and infant child or two infant children, are buried at the same time.
7. All interments must be made in either a steel or reinforced concrete vault, or a reinforced concrete liner. All liners and vaults must have the approval of the Public Works Supervisor and shall be installed under the direction of that office.
8. All remains shall be buried in a sealed and protective casket.
9. When instructions regarding the location of an interment space in a lot cannot be obtained, or are indefinite or when for any reason the interment space cannot be opened where specified, the City may, at its discretion, open the space in such location within the lot as it deems best and proper so as not to delay the funeral.
10. Arrangements satisfactory to the City for payment in full for the lot, for any past due indebtedness or interment fees, or for other charges owed the City must be made prior to any interment, disinterment, or removal.
11. All openings and closings shall be performed by approved vault companies.
12. A forty-eight hour notice is required for proper location of the grave site.
13. An interment, once properly made, cannot be disturbed except on written permission of the original owner or owners of the lot and the City. Heirs to a lot cannot be permitted to remove from the lot the remains of the original owner or owners, except when all such heirs exchange their lots for a larger more desirable area within the cemetery. Upon written consent of the City, they may remove any remains from the former lot to the new lot but to no other place within the cemetery.
14. The City shall supervise all interments or removals but shall not be liable in any case for damages occasioned in or by interment or disinterment.
15. Officials of companies performing burial related services within the cemetery will be responsible for the conduct of their employees, contractors, or subcontractors. Vehicles must not be turned in the avenues or parked upon the grass.
16. Funeral Directors are reminded that according to the rules of the State Board of Health a burial permit must accompany the body to the cemetery before burial can take place. However, neither the City nor its authorized agents shall be liable for the interment permit nor the identity of the person sought to be interred.

Section V - Decorations of Lots

1. Funeral designs and floral arrangements will be removed from the graves when they become wilted or unsightly.
2. The City shall not be responsible for floral pieces, baskets, frames or receptacles in which such floral pieces are placed or attached.
3. The City shall have the right to remove all flowers, weeds, shrubs, or plants of any kind from the cemetery as soon as they become unsightly, diseased, or when they do not conform to the standards maintained.
4. The City shall not be responsible for damages caused by the elements, thieves, vandals, or by other causes beyond its control.
5. No planting of flowers, shrubs, or herbage of any kind is permitted on lots in the cemetery.
6. All items of glass, brick, cement, wood, metal (except temporary metal markers), toys, souvenirs, or emblems are prohibited from being placed upon any lot or walkway.
7. Lot owners are permitted to place one bouquet of flowers on each grave, provided the flowers are placed in an approved vase that is actually part of the design of the memorial. All extra decorations placed on holidays or other special occasions shall be removed in ten (10) days.
8. Lot owners are required to refrain from using artificial flowers during the mowing season. Your cooperation will greatly aid in the over-all maintenance and appearance of the cemetery.

Section VI -- Conduct of Persons within the Cemetery

1. Visitors are reminded that these grounds devoted to the internment of dead friends and family, and that a strict observance of the decorum expected for such a revered place will be required at all times.
2. Persons within the cemetery grounds shall use only the roads and walkways provided.
3. Parents will be responsible for the conduct of their children.
4. No person shall gather flowers, damage trees, shrubs, or plants, or feed or disturb birds or other wildlife. No person shall have refreshments within the cemetery, nor shall any person lounge within the cemetery.
5. Automobiles shall not be driven over fifteen (15) miles per hour, nor driven anywhere except on the roads provided in the cemetery. All traffic signs and instructions are to be strictly adhered to.
6. No soliciting is permitted in the cemetery.
7. No dogs are permitted in the cemetery.
8. No signs or notices of any kind shall be posted in the cemetery except those placed by the City.

VII -- Memorial Work

1. No memorial shall be placed, relocated, or moved until the City has verified the proper location, placement, and design of the memorial and a written permit is issued by the City. Cost of the permit shall be set by the City Council through resolution and shall be subject to change without prior notice.
2. No dirt will be placed directly onto the ground during the placement, relocation, or movement of a memorial. The dirt will be placed on tarpaulins or placed directly into approved carts. All

- dirt remaining after the memorial work remains the property of the City and shall be taken to an on site stock pile as directed by the City.
3. The Public Services Department will inspect all memorial work to verify proper placement and clean up of the work area. The work area must be returned to its original condition upon completion of any monument work.
 4. For the best interest and protection of lot owners, memorials, even for temporary use, of cement, artificial stone, composition, and wood, tin or iron shall not be permitted.
 5. Out of respect and for other obvious reasons, all work of any description should cease while a funeral or interment is being conducted. Additionally, all work crews and equipment shall withdraw to a reasonable distance from the location of the funeral service.
 6. All manufacturers or finishers (including quarry manufacturers, wholesalers and retailers) shall warrant to the City that monuments, markers, mausoleums, and tombs will be first quality granite or marble and will be finished in accordance with the trade standards of good craftsmanship.
 7. Monument builders agree to set monuments and markers in conformity with the cemetery requirements and in accordance with the trade standards of proper methods of handling and setting.
 8. All markers are to be ground level. The exception will be in those areas identified by City Council through resolution as permitting above ground markers. Costs for lots that permit above ground markers will be set by City Council through resolution and those costs are subject to change without prior notice.
 9. Double type markers not over 16" x 48" may be placed on double graves lots.
 10. The bottom of every stone should be dressed to an even level bed so that it will stand plump, resting firmly and level on its foundation. All joints on materials shall be sealed against moisture and with stain resistant material.
 11. Lot corner marker posts and edging shall be of monumental stone placed level with grade. Edging placed on uneven ground may require the fill dirt and sod for the surrounding area to provide for level ground.
 12. Duplication of the designs of any monument or mausoleum is an injustice to the owner of the original and therefore shall not be permitted without the consent of the owner.
 13. Should any monument, mausoleum, or tomb become unsightly, dilapidated, or a menace to visitors the City shall have the right at the expense of the lot owner to either correct the condition or to remove the same.
 14. All lettering on mausoleum doors is to be sandblasted and is to uniform with the existing lettering already on the door.
 15. The gold leafing, painting, coloring, enameling, lacquering, gilding, or bronzing of letters or other parts of memorials is not permitted.
 16. Symbols of faith, hope and love, as well as religious symbols and emblems of fraternal and military organizations contribute to the significance of a memorial and their use is encouraged.
 17. The City shall not be held responsible for the mausoleum proper or the surrounding planting damaged by the elements, thieves, vandals, or by other causes beyond its control.
 18. Headstones are required to be placed within six (6) months of any interment.