



Woodlawn
CEMETERY

Woodlawn Cemetery Rules & Regulations

Woodlawn Cemetery is a Not-for-Profit Cemetery Corporation operated under the guidelines of the New York State Not-for-Profit Corporation Law and the Rules and Regulations of the New York State Division of Cemeteries.

These Rules and Regulations have been adopted to secure the peace and good order of the Cemetery, to preserve the beauty of the grounds, and to protect the interests of the rights holders. All persons are required to observe these Rules and Regulations and are urged to report any infraction.

The Rules and Regulations have been adopted by the Cemetery's Board of Directors and approved by the New York State Division of Cemeteries. A full copy of the Rules and Regulations is available at the Cemetery office.

GENERAL RULES

All lots are held in accordance with the provisions of Section 1500 of the Not-for-Profit Corporation Law of the State of New York and of all acts amending the same. All lots are to be used solely for the purpose of burial of the human dead.

The Cemetery reserves the right to remove any tree or shrub deemed hazardous or intrusive upon due notice to the rights holder. The Cemetery must approve all new plantings.

The rights holders and their families shall be allowed access to the grounds and they must observe these Rules and Regulations. The grounds will be open for visitors daily from 8 am until 7 pm (April 1 - October 31) and 8 am until 4 pm (November 1 to March 31). Anyone on the property after closing will be considered a trespasser.

No dumping is permitted on Cemetery grounds.

Pets must always be leashed and cleaned up after.

The Cemetery speed limit is 15 mph. No driving lessons or practice driving of unlicensed operators is allowed.



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Rights holders should notify the Cemetery of any address changes. Notices to rights holders will be mailed to the last address on file.

Benches are strictly prohibited unless approved by the Cemetery.

All work done on the premises will be performed by Cemetery employees or its subcontractors. Families may clean their own memorials at their own risk. The Cemetery does not take responsibility for damage done to memorials because of such cleaning.

LOTS, CRYPTS & NICHES

Prices for lots, mausoleum crypts, and niches are available in the Cemetery office and have been approved by the NYS Division of Cemeteries.

At Woodlawn Cemetery a purchaser is acquiring the Perpetual right of interment as set forth on the Certificate of Ownership. Each interment space is sold with the understanding that only one person will be interred, entombed, or inurned in each space. Additional rights of interment in an occupied space may be allowed with Cemetery approval and proper letters of permission.

The price of a lot, crypt, or niche includes an amount for permanent maintenance. A portion of the price of each is set aside in the Cemetery's Permanent Care Fund. The income from this fund will be used for the care and beautification of the Cemetery grounds. This fund, however, does not provide for the care of memorials or the watering of grass or flowers.

No sale, transfer, or assignment of a lot, crypt, or niche, or part thereof, will be valid without the consent of the Cemetery. The record of such sale or transfer will be made on the books of the Cemetery. No person will be recognized as the owner or part owner of a lot unless their name so appears in the records of the Cemetery. Joint ownership of lots is not recommended, but where such ownership is deemed necessary, it is advised that an agreement be made among the owners as to how the lot is to be used by the parties. This agreement should be recorded in the office of the Cemetery. If it is not so recorded, the Cemetery will not recognize it.

Upon the death of a rights holder, the heirs should record in the office of the Cemetery the name of the person whom they designate to function as the new rights holder.

INTERMENTS

The Cemetery requires a notice of interment of at least twelve working hours. If there is any question regarding the location of the interment, it is recommended that the rights holder visit the lot together with a representative of the Cemetery.



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No rights holder shall allow an interment to be made upon their lot except by direct arrangement with the Cemetery.

No graves will be reopened for inspection except for an official investigation.

When funeral processions enter the Cemetery grounds, they are under the direction of the Grounds Superintendent or his designee.

AVAILABILITY FOR INTERMENTS

The Cemetery shall be available for interments Monday through Saturday, excluding legal holidays. However, there may be times when the Cemetery may not be able to perform interments due to severe weather or other adverse conditions.

FLOWERS

Lots

ABOVE GROUND EDGING OR FENCING IS NOT PERMITTED AND WILL BE REMOVED WITHOUT NOTICE.

Artificial flowers are prohibited during the growing season which is April 1 to October 15.

No planting of any kind is allowed near or around slant or flush markers. Flowers may be planted up to one foot in front of a monument.

Flowers are limited to one pot or container on each lot. Pots or containers are to be placed as close as possible to the memorial to facilitate grass cutting and trimming. Glass containers of any kind are prohibited. Flowers deemed unsightly or wilted will be removed by the Cemetery.

Refuse and wilted flowers are to be placed in garbage cans provided for this purpose. No personal garbage dumping is allowed.

Mausoleums (Outside)

Artificial flowers, plants and trees are not permitted. Flowers are not permitted under the overhang area or next to the crypts. Flowers are permitted all year in the area designated outside the overhang and adjacent to the sidewalk. Potted plants or floral tributes are permitted up to 12 inches in diameter (round or square). During Christmas and Easter, seasonal plants shall be permitted. Anything deemed unsightly or wilted will be removed by the Cemetery.



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No shrines are allowed, and nothing can be taped or applied to crypt or niche fronts. Items will be removed without notice.

Mausoleums (Inside)

Artificial and fresh-cut flowers are permitted. Live plants are not permitted due to insect infestation. Flowers deemed unsightly or wilted will be removed by the Cemetery.

No shrines are allowed and nothing can be taped or applied to crypt or niche fronts. Items will be removed without notice.

Lots & Mausoleums

During the winter months, holiday wreaths on stands are allowed as close as possible to the memorial or mausoleum walkway.

To facilitate maintenance of the grounds and areas around memorials and mausoleum walkways, no decorations are allowed anywhere in the cemetery. Decorations include, but are not limited to, candles, statues of any kind, shepherd's hooks, stuffed animals, solar lights, balloons, knickknacks, or other remembrance items. Greeting cards are allowed for one month from the time of placement. The Cemetery reserves the right to remove items without notice and is not responsible for such items.

ANNUAL CLEANUP DATES ARE JANUARY 15, APRIL 15, AND OCTOBER 15

After the above dates, the Cemetery will remove anything that remains.

MEMORIALS (MONUMENTS, MARKERS AND PRIVATE MAUSOLEMS)

All memorials must come from a qualified dealer.

No memorial may be placed on a lot until the purchase price of the lot is paid in full.

Memorial dealers are required to furnish the Cemetery with a foundation order that will include a blueprint or sketch of the proposed memorial or private mausoleum for approval by the Cemetery. At the same time, the dealers are required to specify the size, the location on the lot, the inscription, and the specification of the type of stone to be used. The Cemetery shall have the authority to reject any plan or design which, due to its size, inscription, or quality, is deemed unsuitable to the lot.

Memorial dealers and inscription companies must provide a Certificate of Insurance naming Woodlawn Cemetery as an additional insured and Loss Payee.



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Where a base and die-stone are used, the base must be of the same material as the die-stone and must be of high-quality base stock.

The size of the memorial should be governed according to the ratio of the area of the face of the memorial to the size of the lot. The length of the base shall not exceed 60% of the width of the lot. All monument bases shall be no less than fourteen inches in height. The total height of a monument and its base is restricted to forty-eight inches and markers to twenty inches.

All markers must be in one piece. No markers will be allowed to be set in a socket or with dowels. Flush markers should be four inches in depth to protect them from routine maintenance of the grounds.

Only one upright marker is permitted per grave space in sections where they are allowed. Markers shall be placed at the end of the grave farthest from the base of the monument.

All government markers must be installed flush with the ground and may not be applied to any memorial. The application for a government marker must be approved and verified by the Cemetery. The installation fee must be paid prior to installation.

Lettering is not permitted on the rear of any memorial.

No color or chrome lithography, color enhanced pictures, ceramic or stainless-steel cameos are allowed on any memorial. Any memorial showing drill and tool marks or staining from sand engraving will not be allowed.

All memorials are to be constructed of natural stone. No artificial stones of any description are permitted.

The cemetery must approve all private mausoleums.

Should any memorial or mausoleum become unsightly, dilapidated, or dangerous to visitors, the Cemetery reserves the right to correct the condition or remove it at the expense of the rights holder.

All foundation orders submitted by monument dealers must be paid for prior to the foundation being poured or the memorials being placed in the Cemetery unless special arrangements have been made.

All memorials must be set in the space designated by the Cemetery.



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Proposed plans for private mausoleums will not be approved until a fund satisfactory to the Corporation has been deposited with the Corporation for the maintenance of the mausoleum. The amount of the fund will be determined by the Corporation and will vary in accordance with the requirements of each case. No work shall commence in the Cemetery until the full amount of the fund has been deposited.

COMMUNITY MAUSOLEUMS

All persons to be entombed in a Community Mausoleum crypt must be properly embalmed. Caskets must not be greater than 28 1/4 inches wide, 23 1/2 inches high, and 83 inches long.

No entombment or inurnment will be permitted until the space to be used is paid for in full.

Crypts and Niches will be opened and sealed privately by the employees of the Cemetery.

All inscriptions on the faces of Crypts and Niches must be approved by the Cemetery. Inscriptions are limited to the person's name and years of birth and death.

Dated: January 8, 2025