



RULES & REGULATIONS

**APPROVED BY THE
NEW YORK STATE CEMETERY BOARD**

EFFECTIVE: AUGUST 26, 2002

GENERAL INFORMATION

THE WOODLAWN CEMETERY
OFFICE:
WEBSTER AVENUE & EAST 233RD STREET
BRONX, NEW YORK 10470

CEMETERY VISITATION HOURS
8:30 A.M. TO 4:30 P.M.
365 DAYS PER YEAR, WEATHER PERMITTING

CEMETERY OFFICE HOURS
8:30 A.M. TO 4:30 P.M.
MONDAY THROUGH SATURDAY
EXCEPT FOR THE FOLLOWING HOLIDAYS:
NEW YEARS DAY, MARTIN LUTHER KING DAY, PRESIDENTS' DAY,
MEMORIAL DAY, THE 4TH OF JULY, LABOR DAY, COLUMBUS DAY,
VETERANS' DAY, THANKSGIVING DAY AND CHRISTMAS DAY

HOW TO REACH US

718-920-0500 (MAIN OFFICE)
1-877-4WOODLAWN(1-877-496-6532) TOLL FREE

BY FAX 718-920-0512

BY EMAIL admin@thewoodlawncemetery.org

sales@thewoodlawncemetery.org

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I. WELCOME TO THE WOODLAWN CEMETERY

The Woodlawn Cemetery ("Woodlawn") was founded more than a century ago in 1863, in a region of rolling farmland, which then was far beyond the limits of New York City. Today its 400 acres lie in the extreme northern part of the city. It is easily accessible from all points in the greater metropolitan area.

Woodlawn was organized under the New York Rural Cemetery Act of 1847 and operates today under the provisions of Section 1500 of the New York State Not-For-Profit Corporation Law. We are not-for-profit and non-sectarian, open to people of all faiths. Services for all denominations may be conducted in the lovely Woolworth Memorial Chapel.

When you purchase a lot, single grave, mausoleum crypt or niche and plan for your memorial estate needs, you are purchasing the forever right of interment in that space. Also, you become a member of Woodlawn, allowing you a right to vote in the election of our Board of Trustees, as is done at our annual meeting held the Third Tuesday of February each year.

A portion of the purchase of a lot, crypt or niche goes into our Permanent Maintenance Fund, which is established to ensure for the general care of Woodlawn. Lot owners may elect to have additional care of their lots, monuments and private mausoleums by establishing endowments. Such endowments may provide for special seeding and fertilizing, for the planting and care of borders at the monument, for ornamental shrubs and the regular cleaning and repair of monuments and mausoleums.

A special Security Team patrols Woodlawn night and day. We want to ensure that all people who visit are secure in their experience at Woodlawn.

The Certificate of Ownership to your lot, crypt, niche, or private mausoleum is an important document should be kept in an accessible area for easy reference. We encourage pre-planning the decisions associated with designating the person or persons to be buried there, the ownership after your death, and in arranging to transfer the title in your will. Woodlawn will gladly assist you as best we can in these matters.

We hope you will read the Rules and Regulations as they apply to your participation as a lot, crypt or niche owner here at Woodlawn. We hope you will keep these Rules and Regulations in a place where you can find them quickly if a question should arise. Otherwise, our team of employees will be glad to assist you in any manner.

II. General Regulations

These regulations have been adopted by the Board of Trustees of Woodlawn and have been approved by the New York State Cemetery Board and are effective on August 26, 2002, as a guide to the use and management of Woodlawn, and as a protection to all who have interests here.

In discharging its responsibilities under Section 1500 of the New York State Not-For-Profit Corporation Law (the "Law"), Woodlawn needs to have the entire cemetery and all property connected with it under its full supervision and control.

All owners, contractors, visitors or other persons within Woodlawn are subject to these regulations, and to such other regulations or amendments as the Board of Trustees may adopt from time to time.

Anyone who violates these rules may be asked to remove themselves from The Cemetery and upon due notice, may be excluded from future visits.

A. Lot Owners Defined; Notification Information.

The definition of a lot owner ("Lot Owner") is any person or persons or legally established entity who have paid in full for a lot, single grave, mausoleum crypt or niche.

i. It is important that the current address of all Lot Owners, or their heirs are on file with Woodlawn. Changes in address should be reported as soon as possible. Any notice sent to a Lot Owner, at the last address on file with Woodlawn, shall be considered sufficient and proper legal notification.

ii. The purchase price of a lot, single grave, mausoleum crypt, or niche must be paid in full before an interment may be made, and before monumental work, inscription or planting can be done.

iii. After the death of any Lot Owner, an affirmation naming their heirs must be filed with Woodlawn. This affirmation will provide Woodlawn with the information on the rights to future use of any remaining spaces in a lot, single grave, mausoleum crypt or niche. A charge will be assessed for filing each affirmation. Such affirmation must be filed before additional interments, entombments or inurnments will be allowed, or work done upon a lot.

iv. In the above cases, as well as in other matters of administration, Woodlawn will rely on the affirmation of anyone that in its judgment is, or should be, familiar with the necessary facts. No liability of any sort shall attach to, or be imposed upon Woodlawn, because of any action taken or not taken in good faith reliance on such affirmations.

B. Sale/Transfer of Property.

- i. Information on selling or transferring ownership of any lot, single grave, mausoleum crypt or niche may be obtained from Woodlawn. If Woodlawn refuses to repurchase the lot, single grave, mausoleum crypt or niche, approval by the New York State Cemetery Board will be required before any transfer will be processed.
- ii. If a Lot Owner decides to sell or transfer title to his/her lot, single grave, mausoleum crypt or niche, he must pay any and all outstanding balances to Woodlawn before such a transfer of title will be allowed, as provided by Law.

C. Lot Improvement Regulations.

- i. *Legal Standards.* Woodlawn is directed by Law to establish standards covering the size of lots, the type, and construction of monuments and mausoleums, and the planting and landscaping allowed. It may amend these standards, and alter and change the layout of its grounds, as necessary and appropriate.
- ii. *Improvements, Alterations and Changes.* Improvements, alterations or changes on lots are subject to Woodlawn's approval. Anyone wishing to do work on lots or single graves must obtain written permission from Woodlawn for the work to be done. This authorization must be kept at the work location and shown upon request.
- iii. *Safeguarding Property and Visitors.* We ask when making improvements on a lot, that it be done with great care. Any damage or injury done to adjacent lots, i.e., sod, plantings, or memorial work must be repaired promptly, to the satisfaction of Woodlawn, and at the expense of the lot owner or their approved contractor. Heavy trucking is not allowed, when in Woodlawn's sole opinion, it may be harmful to the grounds or a danger to the safety of those who work or visit Woodlawn.
- iv. *Acceptable Standards.* Should any work be done, which is not fully satisfactory, or which at any time becomes unsightly or unacceptable, Woodlawn shall have the right, after due notice to the Lot Owner, to make such alterations or changes, at the expense of the Lot Owner, as in Woodlawn's judgment may be necessary.
- v. *Contractors.* Any outside contractor who violates these regulations, or whose work is, in the sole opinion of Woodlawn, unsatisfactory in any respect, may be excluded from our grounds, after due notice to the Lot Owner and contractor.
- vi. *Woodlawn Services and Materials - Rates.* All work, services, and materials ordered from Woodlawn, by Lot Owners, will be charged at current rates approved by the New York State Cemetery Board. A copy of our current rates and charges may be viewed in the Administration Office located at Webster Avenue and East 233rd Street, Bronx, NY, 10470.

vii. *Lot Owner's Insurance.* Woodlawn takes all reasonable precautions to protect Lot Owners and their property from loss, damage, or injury, but shall not be responsible for loss, damage or injury. Woodlawn suggests any valuable monument, artwork or other such item affixed to a lot, single grave, mausoleum crypt or niche, be covered under the Lot Owner's homeowner property insurance policy.

D. General Safety and Use of Grounds.

i. To insure the safety of all persons within Woodlawn, please only use the avenues, walks, walk spaces and roads. Woodlawn will not be responsible for injuries incurred by any person while in Woodlawn who has failed to fully comply with these Rules and Regulations.

ii. We invite people to use Woodlawn for walking, bird watching, and to enjoy peaceful solitude as long as they do not interfere with the daily service of our Lot Owners.

Woodlawn may exclude any vehicle or person it deems to be in violation of these Rules and Regulations.

Restrictions include, but are not limited to, the following:

- a. Using Woodlawn as a thoroughfare, and for conducting driving instruction.
 - b. Automobiles or other vehicles driven at more than twenty miles per hour. Parking on the grass at any time.
 - c. Bicycling.
 - d. Sledding, cross-country skiing, snowmobile, or other similar-type activity.
 - e. Jogging.
 - f. Children under eighteen years of age not accompanied by an adult.
 - g. Dogs without a leash. Owners are required to remove any dog waste.
 - h. Alcoholic beverages, unless approved by Woodlawn for religious, or other purposes as it pertains to burial customs. Woodlawn reserves the right to give prior permission for these ceremonies.
 - i. Illegal substances, banned by local, state or federal law.
- iii. To ensure the safety of all visitors, please be sure to drive safely, lock your car when visiting, and please report any suspicious or dangerous condition to a Woodlawn employee or Security Guard.

E. Picture/Video Permit.

To take any pictures or videotapes, you must first obtain a Permit from the Administration Office. No pictures, videotapes or other renditions of sites, horticulture or monuments within Woodlawn may be used in any movie, book, newspaper, periodical, Internet, or other electronic media without the prior written permission of the Lot Owner and Woodlawn. All requests for such uses should be made in writing to Woodlawn. During any time the person(s) is performing the photography or videotaping, the permit must be with them, and should be produced upon request by Woodlawn.

F. Advertising/Soliciting.

Advertising or soliciting business, in any form, is not permitted. Any person actually doing such advertising or soliciting, as well as his/her employer, may be prohibited from entering Woodlawn for any purpose whatsoever.

G. Signage.

No signs of any nature are permitted unless first authorized in writing.

H. Vandalism - Legal Action.

Anyone who injures, disfigures, disturbs, removes, destroys or otherwise vandalizes any gravestone, monument, tree, shrub, plant, or anything whatsoever in Woodlawn, will be excluded from Woodlawn and appropriate legal action will be taken against him/her.

III. Interment Regulations

A. Interment.

Only Woodlawn or its agent shall perform all interments, disinterment, removals, or any changes whatsoever, affecting interments.

i. Schedule.

a) Interments will only be scheduled between 9:00 A.M. and 3:30 P.M., Monday through Saturday. If a funeral is scheduled to arrive after 3:30 P.M., there will be an additional charge for each half-hour or part thereof. Woodlawn will do its utmost to accommodate all families and their specific burial customs. There is also an additional charge for interments scheduled on Saturdays. All prices are listed in our fee schedule, available in the Administration Office.

b) Except for religious or public health reasons, Interments will not be made on Sundays and the following holidays: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Columbus Day, Veterans' Day, Thanksgiving

Day and Christmas Day. In the event an interment must take place, an extra fee will be charged. This price will be quoted to the family in advance of the interment.

ii. Requirements.

a) No interment service shall be allowed without the advance payment of all rates and charges outstanding, which includes the actual interment service fee or the any outstanding charges for the space whereupon the interment, entombment or disinterment shall take place.

b) Before an interment may be made, all necessary information, including a written authorization signed by the Lot Owner or other responsible person, must be provided. The Administration Department will provide this document upon the scheduling of the service. This form may be signed in advance and faxed to Woodlawn at (718) 920-0512.

c) As of August 1, 2002, a concrete vault, steel vault or other grave liner may be required in certain Plots at Woodlawn. When scheduling the service, this information will be provided. Vaults or grave liners in single graves must not exceed seven feet five inches in length or 33 inches in width. Woodlawn strongly recommends a vault or grave liner be used with all in-ground interments to insure the long term care of the space.

d) When an interment in a lot, single grave, crypt or niche is ordered, the relationship of the deceased to the owner must be established by proof satisfactory to Woodlawn. If the sufficient evidence cannot be produced, an affirmation must be executed, via the Administration Department, relieving Woodlawn of any liability, for allowing the interment.

iii. Space Determination. In any single burial space, where allowed or permitted due to conditions, only one (1) full casket interment, or two interments of cremated remains are allowed. Woodlawn may limit the number of interments per space if room for memorialization is not available for the person to be interred.

iv. Scattering Cremated Remains. Scattering or commingling of cremated remains on a lot or grave is prohibited. Woodlawn may designate special areas for the scattering or commingling of cremated remains, as approved by the New York State Cemetery Board.

v. Scheduling an Interment. Interments, entombments, or inurnments can be scheduled by contacting the Administration Department (718-920-0500). Services can be scheduled up to 3:00 P.M. of the preceding day. Woodlawn will make every effort to have the interment service prepared as requested. However, due to weather or other unforeseen natural causes, we may have to delay the interment if unsafe conditions exist. Woodlawn will communicate with each family under these circumstances.

vi. Interment Records/Genealogy. In compliance with the Law, Woodlawn maintains a record of interments that may be accessed via our Administration Department. A charge

will be assessed for interment information inquiries that pertain to genealogy searches - please contact the Administration Department (718-920-0500) for such charges.

vii. Choosing Preferred Space. When burial property is purchased, a diagram of the community mausoleum crypt, niche, or a plan of the lot, with each related space number, will be furnished to the Lot Owner. Woodlawn will assist the family, at the time of interment, to choose the preferred space to be used. The family will have final authorization regarding this matter.

viii. Prohibited Use. Lot, mausoleum or niche owners cannot permit interments in their lot, mausoleums or niches for compensation.

B. Disinterment.

i. Procedure. Disinterment may be made upon written request to Woodlawn and duly consented to by all the Lot Owners of the burial property, the surviving wife, husband, children of full age, and the parents of the deceased. If the consent of all of these parties cannot be obtained, application may be made to the New York State Supreme Court, Bronx County. Woodlawn, or its agent, must make all disinterments. A Board of Health burial/transit permit is required for all disinterments leaving Woodlawn. The services of a licensed funeral director will be required if the remains are to be transferred out of Woodlawn.

ii. No Liability. The utmost care will be exercised in making a removal, but Woodlawn assumes no liability for any damage including damage to any casket, vault or urn incurred in making the removal.

C. Private Mausoleums.

i. All interments in private or semi-private mausoleums must be made in either a casket protector (available from Woodlawn and listed in our Rates and Charges) or in metal-lined cases, made of a material that can be sealed with lead solder. Galvanized steel or aluminum cases will not be permitted.

ii. Woodlawn, or its agent, will do all interments in private mausoleums. Charges for these interments will be estimated at the time of interment. In some cases, there will be an extra charge for services when Woodlawn deems that the work required to perform the interment will be over and above its normal time, manpower and materials. All charges will be given to the family prior to the interment.

iii. In all private mausoleums, cremated remains may be placed on shelves and in open niches. Woodlawn will not permit the placing of cremated remains on the floor of mausoleums. A charge as listed in our Rates and Charges will be required for interment of cremated remains in private mausoleums. The charge for this service will be provided when the service is scheduled. Families are not permitted to place cremated remains in a

private mausoleum without the knowledge of Woodlawn. Woodlawn will be held harmless for any liability and costs associated with remains interred on our grounds that are not placed by Woodlawn.

iv. Interments may be made in the lot surrounding a private mausoleum, provided the edge of the grave is no closer than three feet to the mausoleum wall, and no closer than one foot to either the side line of the lot, or the line of a four foot walk area leading to the mausoleum entrance.

D. Receiving Mausoleum.

When remains are placed in Woodlawn's Receiving Mausoleum, the name of the nearest relative must be given, and rental charges for a minimum of six (6) months must be paid in advance. Woodlawn reserves the right to remove the remains, and place them in a common grave, upon written notice to the family, at the last address on file, if the rental contract is in default for any reason.

E. Community Mausoleums.

- i. When a crypt or cremation niche is selected in one of Woodlawn's Community Mausoleums, the purchaser will be given a copy of the Agreement to Purchase, and a Diagram designating the location of the crypt or niche. Upon payment in full, a Certificate of Ownership will be issued to the Lot Owner.
- ii. The Lot Owner must inform the funeral director of the size of the crypt or niche before a casket or urn is ordered. The dimensions of each crypt or niche will appear on the Certificate of Ownership. This information may also be obtained from our Administration Department. In all community mausoleums, metal self-sealer caskets are required. In all community mausoleums sold after January 1, 2000, a casket protector liner is included in the crypt price.
- iii. In a single community mausoleum entombment space, either one casket, or two single cremation urns will be permitted. The number of remains per crypt space must be decided at the time of purchase, or at the time of first entombment, so arrangements may be made to have the crypt front properly inscribed.
- iv. In tandem or couch crypts, the first casket entombment shall be made at the rear of the crypt. In Westminster crypts, the first casket entombment shall be at the rear of the bottom level. If this order is changed at the time of subsequent entombments, the regulations concerning disinterment will be followed, and necessary Rates and Charges will apply.
- v. In glass fronted cremation niches, the number of urns permitted depends upon the dimensions of the niche. The size of a niche appears on the Certificate of Ownership. The size may be obtained from our Administration Department. Only a permanent urn of durable material will be allowed, and is subject to Woodlawn's approval as to size, type

and kind. The urn may be inscribed, or a suitable nameplate may be placed in the niche if space permits.

vi. When committal services are within a Community Mausoleum, Woodlawn will provide an appropriate stand on which the casket may be placed. A limited number of floral pieces may accompany the casket into the mausoleum. One floral piece may stay near the crypt following the entombment all others will be removed.

IV. Memorial Regulations

A. In General.

i. Woodlawn recommends you take great care in deciding the style, type and materials used for your permanent memorial. Woodlawn by Law may not sell the granite monuments for burial sites. There are many reputable monument dealers who service Woodlawn, and we will be happy to provide you with a list that may be obtained from our Administration Department.

ii. The size, type, material, inscription, design and location of private mausoleums, monuments and markers must be in accordance with the specifications established by Woodlawn. If there is a question as to a specific lot and the allowed regulations, please contact Woodlawn so we may detail these in advance of your order. A monument and/or private mausoleum plan must be submitted for approval before an order is placed. Usually the monument dealer you select will have our permit forms. If desired, Woodlawn will provide a survey of the lot showing its area and established grade, which shall not be changed.

iii. No monument or marker shall be placed if there are any outstanding charges payable to Woodlawn for the burial rights, interment fees or foundation charges.

iv. If, in the opinion of Woodlawn, any of the specifications of a monument do not conform to the approved standards, the plan will not be approved. For monuments over six feet in width and height, and all private mausoleums, an endowment will be required to ensure the proper long-term preservation of the building, monument or marker.

B. Lots.

i. The written approval of a Lot Owner, a rightful heir of record, or the responsible party of the person interred in the lot, is required for the erection of a family monument or a marker on a lot or single grave.

ii. The written approval of a Lot Owner, a rightful heir of record, or the responsible party of the person interred in the lot, is required for the cutting of an inscription, or for any

change in the ornamentations on a family monument, including changes to the size, type, material, design or location of the monument(s) on the lot.

iii. Woodlawn will not be responsible for errors in inscription(s) cut on monument work. Woodlawn reserves the right to deny inscriptions on a monument, where the inscription or artwork does not meet the decorum of Woodlawn.

iv. All the memorial work must be of natural stone of approved quality - granite, standard bronze or some equally strong non-corrosive, and durable material approved by Woodlawn, and must be set on a concrete foundation. Woodlawn will determine the depth of the foundation to provide a sound footing for the memorial. It must be the full size of the superstructure, and be finished off at such levels that will permit the cut stonework to be set at least two inches below the surface of the sod at all points. The outside walls of foundations for mausoleums must be at least one foot six inches in thickness.

v. Woodlawn shall build all foundations, and a permit signed by the Lot Owner must be filed with the Administration Department. A permit must be obtained before commencing work or bringing any material into Woodlawn, and must be shown whenever requested by an employee of Woodlawn.

vi. Only one Monument will be allowed on a lot, unless otherwise approved in writing by Woodlawn. Monuments must not encroach upon the space allowed for interments.

vii. All monuments shall be no larger than sixty percent (60%) of the width of the lot, unless otherwise approved in writing by Woodlawn. Except in areas where headstones or footstones are permitted, only one stone is allowed on a grave. On lots having a depth of 30 feet or more, the monument must be at least three feet from the rear line of the lot. Government markers come under the same regulations as all other markers. If a monument or marker already exists on the grave space, a Government Marker will not be allowed, unless otherwise approved in writing by Woodlawn.

viii. Superficial face areas of monuments and plane areas of all ledger stones on a lot must be at least three feet (3') from any lot line of the lot, and can not exceed seventy-five percent (75%) of the area of the lot, unless approved in writing by Woodlawn.

ix. Permanent vases, unless a part of the monument, will not be allowed on lots less than 8 feet wide and 12 feet deep. They must be either of cut stone or non-corrosive metal. A drainage hole must be provided. Vases should be planted before June 15th and protected during the winter with suitable non-corrosive metal covers properly secured.

x. No chairs or seats are allowed on lots, except that a stone seat may, with approval, be used in place of a monument on lots having an area 250 square feet or more. A stone seat may, with approval, be used in addition to a monument provided the combined area of the monument and the seat (including the area between the legs) does not exceed 75 percent of the area of the lot.

xi. No monument, mausoleum or memorial work of any kind shall be repaired, cleaned, lettered, altered or removed from Woodlawn without our prior approval, and the prior written consent of the Lot Owner.

xii. Woodlawn shall not be liable for any injury to persons or property caused by memorial work being performed by or on behalf of Lot Owners or by other causes beyond its control. Please see "Work in the Cemetery", Section VI of these Rules and Regulations.

xiii. Photographs or digital images of memorials are prohibited, without prior permission from Woodlawn. No photographs or other images may be used for publication without the express prior written permission of Woodlawn and the Lot Owner.

xiv. After March 1, 2002, no fencing, coping, concrete or stone slab, embellishment or structure will be permitted on a lot or single grave. If these are erected at any time, they will be removed without notice to the Lot Owner.

xv. Any fencing or coping, concrete or stone slab, embellishment or structure erected prior to March 1, 2002, as it becomes worn, broken or deteriorated to the point that, in the sole opinion of Woodlawn, is an eyesore or a danger to persons or property, or constitutes an obstruction that adds unduly to the expense of maintaining our grounds, will be removed by Woodlawn after 15 days notice to the Lot Owner, by registered/certified mail to the address on record. Nothing herein contained shall affect any contract obligation of Woodlawn.

C. Single Graves.

i. Markers Only. In sections reserved for single graves, markers may be placed only at the head of the grave.

a. Where flush markers only are permitted, only granite or bronze markers 24 by 12 inches in size, and flush with the ground are permitted. The thickness of the granite or of the bronze, and its base is to be at least 4 inches. Woodlawn will set all flush markers and a foundation fee will apply. Only a sunken flower vase, flush with the ground, is allowed immediately in front of the marker, except in the Parkview Section where no vase is allowed.

b. Where markers may be placed, grave markers may be of granite, but must not exceed one foot above the surface of the ground, two feet in width and one foot in depth. A foundation will be required for these markers, as well.

c. No double markers are allowed in single grave sections.

D. Community Mausoleums.

i. Inscriptions on mausoleum crypt and niche tablets must be incised in the style and format standardized by Woodlawn. Inscriptions on regular crypts and niches will be limited to the given name, middle initial, and surname, followed by the year of birth and the year of death. On couch crypts a full middle name may be included. Charges associated with the inscription must be paid in advance.

ii. Inscriptions on urns will be incised in the style and format standardized by Woodlawn. Inscriptions on urns will be limited to given name, middle initial, and surname, followed by year of birth and year of death. Additional inscription will be limited to the availability of space on the specific urn, and an additional charge will be incurred.

E. Private Mausoleums.

i. Lots for private mausoleums must be at least 16 feet wide by 22 feet from front to rear. The building wall must be at least three feet from the side and rear lot lines, and the building itself must not occupy more than 70 percent of the width of the lot, unless approved in writing by Woodlawn. These same regulations will apply to one or two sarcophagus on a lot or underground tombs that may be constructed.

ii. Mausoleums must be of the most suitable and durable materials and construction. Full plans and specifications, with duplicate plans for foundations, must be filed with and approved by Woodlawn. The outside walls above ground must be cut stone at least 10 inches in thickness. Woodlawn reserves the right to approve or deny any plans and all decisions by Woodlawn will be final.

iii. Stained glass windows in a mausoleum must be protected by an outer panel of plexi-glass or other shatterproof material, and is to be installed at the time of construction. All doors on a mausoleum must be of durable materials, such as bronze or granite, with the capability to be locked, and large enough in width to allow for interments, and other work to be done on the inside of the mausoleum.

iv. All proposed private mausoleums would require an endowment to be created to provide for the long term care of the structure. The amount of the endowment in each case will be determined by Woodlawn, and will vary in accordance with the size and design of the mausoleum, and the materials used. The endowment must be fully funded before any work can be started.

v. Crypts in private mausoleums will not be allowed more than two deep below the general grade of the surface of the ground.

vi. As soon as the door is installed in a mausoleum, a key and two duplicates, of a type approved by Woodlawn, must be provided for storage in our vault. These keys will be used for maintenance, and the preparation work of interments to be made. The owners of the mausoleum should notify Woodlawn of any and all names of outside contractors whom may have access to the Private Mausoleum.

vii. Work on memorial or private mausoleums will not be permitted on Saturdays, Sundays or Holidays.

viii. Woodlawn will erect all foundations and will provide an estimate of the cost of this work upon the submittal of plans for approval. A reasonable amount of time will be given to Woodlawn for completion of this foundation. Foundations will not be made between the period of November 1st to April 1st, unless in the sole opinion of Woodlawn, weather permits.

V. Gardening Regulations

A. Lots Generally.

i. No "Blanket" grave plantings of ivy, myrtle or other plants will be allowed in any part of Woodlawn.

ii. A 12-inch rectangular border may be planted in front of the lot's main monument, or in front of grave markers, as approved by Woodlawn. There will be a variety of plants available, as may be allowed, or determined by Woodlawn from time to time.

iii. Bushes, evergreens, or other types of trees or shrubs, may be permitted on the lot, or on each side of the lot's main monument, as approved by Woodlawn, when the size of the lot allows. Woodlawn asks, and encourages that an endowment be created for the long-term care of these. The size of the endowment will vary depending on the size of the lot, and the number of plantings.

iv. If at the time of interment, or in the event the bushes become unsightly, overgrown, or encroach on other lots, Woodlawn, based on its sole opinion, will notify the Lot Owner, or with general notification to the Lot Owners of the condition, and then may remove the bushes. Woodlawn may allow new bushes to be planted at the owner's expense, but again, requests that for the long-term care and preservation of the bushes, that an endowment be created.

v. Because of limited space, the planting of trees and shrubs, on single graves, in the single grave sections, and on single grave lots, is not allowed.

vi. Containers of metal, glass flower receptacles or vases, or wood covers and wire arbors, vigil lights, and other embellishments are not allowed in all grave areas, and may be removed without notification. Artificial flowers are allowed, however, in the event they, in the sole opinion of Woodlawn, become unsightly, are protruding on surrounding grave spaces, or impede on the care and maintenance, may be removed without notification.

vii. Trees, shrubs, plantings, or flowers must not be removed without the written permission of Woodlawn. Woodlawn, or its agent, with our approval, must do all tree removal work. Taking clips or cutting from plants, shrubs or trees is not permitted, without written permission of Woodlawn.

viii. Persons wishing to do planting or gardening in Woodlawn, must obtain written permission before work may be started. A plan for the plantings, and other work to be done must be submitted for approval, and Woodlawn may remove any planting, without notice when permission is not obtained.

ix. Florists, gardeners or outside contractors ("Contractors"), employed by Lot Owners must file, with the Administration Department, a list of the lots under their care, and a signed authorization from the Lot Owner. Contractors must place a "care" sign to be furnished by him or her, upon approval of Woodlawn, on each lot or grave under their care. Please see Section VI - Work in Cemetery for other regulations directly affecting Contractors.

x. Except for the delivery of flowers and floral decorations for lots and graves, no florist, gardener or nurseryman will be permitted to perform any work on Woodlawn grounds on Saturdays, Sundays or Holidays. Exceptions to this rule will be permitted, only upon approval of Woodlawn's Superintendent.

xi. Woodlawn assumes no responsibility for anything placed on a grave, lot, or crypt front that may be removed, lost or stolen.

B. Community Mausoleums.

i. Floral tributes within the Community Mausoleums are limited. In all Community Mausoleums built prior to the year 2000, there are areas designated for vases with artificial and/or real flowers. Glass containers will not be allowed, and will be removed without notice. On a weekly basis, Woodlawn will remove any tribute deemed to be unsightly and/or inappropriate. In no case should any item be taped, glued or otherwise affixed to the crypt and/or niche front, as this may cause damage. We urge all Owners in Community Mausoleums to be sensitive and aware of the Owners surrounding them.

ii. In all the Community Mausoleums, Woodlawn encourages the use of accessories that are permanently attached to the crypt and/or niche fronts. In all Community Mausoleums built after January 1, 2001, accessories will be the only tributes allowed. These cast bronze emblems, vases, and ceramic cameo pictures are of the highest quality and may be purchased from Woodlawn. In all Community Mausoleums, Woodlawn will allow accessories provided by the families. The accessories will be subject to Woodlawn's approval as to material, type, style, etc. In the sole opinion of Woodlawn, if the accessory is deemed inappropriate, or will cause damage to the crypt in any way, it will be removed without notice, and returned to the family.

VI. Work In Cemetery

A. Regulations For Contractors and Other Outside Workers.

- i. All work done in Woodlawn must be completed in the most substantial manner, employing strictly first-class materials and workmanship, and in conformance with these Rules and Regulations, and all additional rules and specification herein, provided for and subject to inspection by Woodlawn. Anyone, failing to comply with this provision, shall be excluded from work within the grounds by order of Woodlawn.

- ii. Woodlawn may, from time to time, establish rules and specifications governing the work within Woodlawn's grounds that may reasonably be performed by persons other than Woodlawn employees. Such rules and specifications may include, but are not necessarily limited to, the following requirements:
 - a. That the person or persons doing the work possess a reasonable degree of experience and expertise in performing such work;

 - b. That work be performed at such reasonable times as Woodlawn designates;

 - c. That evidence of proper worker's compensation and liability insurance coverage be provided. Woodlawn will not be liable for any injuries that may occur during the course of any outside contractors work within Woodlawn;

 - d. Specifications for the types of material, site clean-up, and other relevant matters; and

 - e. Such other reasonable rules and specifications, as Woodlawn may, from time to time, determine, to protect the character of Woodlawn as an institution of the highest quality.

- iii. All contractors approved to construct any monumental work will do their utmost to complete the work in a timely manner. When submitting plans for approval, an estimated time of completion must be provided. If, in the sole opinion of Woodlawn, the period of work will cause an extended worksite, we may require that a fence, type, size and style to be determined, be erected to mask the site during construction. Any materials, supplies, electric, water, or other site materials that are used by the Contractor, will be billed, at actual cost. If the Contractor fails to pay for such materials within 30 days of the invoice, Woodlawn may suspend work within three (3) days of notification to the Lot Owner and Contractor in writing.

- iv. Woodlawn, without prior notice, may inspect the site, type, style of all materials, and workmanship at any time it sees fit. If, in the sole opinion of Woodlawn, the original plans are not being adhered to, Woodlawn may cause all work to stop, and notify the Lot Owner and Contractor in writing within three (3) days of such suspension of work.

v. When work is suspended pursuant to these Rules and Regulations, or for any other reason, all material must be confined to the lot or removed to such place as Woodlawn may direct. Work may not resume without the written approval of Woodlawn.

vi. Contractors and Lot Owners will be held responsible for work that in the sole opinion of Woodlawn is incomplete or imperfect. The Lot Owner and Contractor will be required to bring work up to the standard required by Woodlawn. If Woodlawn is required to fix the problem, the Lot Owner will be invoiced for such work, and no other work may take place until such charges are paid.

B. Conditions of Worksite; No Liability.

i. Equipment left on the grounds, may be removed without notice, by Woodlawn if found.

ii. Woodlawn is not responsible for repair, maintenance or replacement of any monument, marker, private mausoleum, or planting that is stolen, damaged or destroyed by any cause whatsoever during the course of work being performed on said lot by a Contractor.

iii. All refuse material must be removed immediately from lots and graves. All refuse collected by florists, gardeners or outside contractors must be removed from the grounds at their expense. If not so removed, then Woodlawn will charge a fee for the removal of this refuse.

VII. Crematory Regulations

A. Authorization; Prohibited Materials.

i. In addition to a government issued cremation permit, a Woodlawn Request for Cremation form must accompany the remains, and be properly signed by the next of kin. Should the next of kin not be available, or unable to sign the Request for Cremation, proper documentation of the signer's legal authority must accompany the form.

ii. All remains must be encased in a casket or suitable rigid container. Metal handles and nameplate will be removed before cremation.

iii. Woodlawn will not accept metal caskets, and will refuse cremation when the remains are in a casket made of fiberglass or plastic, or that contain materials, such as polyvinyl chloride (PVC), that would be damaging to the cremation chamber, or injurious to its operators.

iv. All pacemakers, eyeglasses, and other glass or plastic material must be removed from the deceased person, or the container before it is delivered for cremation.

v. Woodlawn will not be responsible for jewelry and/or other valuables left in the casket, or other container when a body is delivered for cremation.

vi. The casket, alternative container or external wrappings holding the remains of the deceased human being shall not be opened after delivery to Woodlawn crematory unless there exists good cause to confirm the identity of the deceased, or to assure that no material is enclosed which might cause injury to employees or damage to crematory property, or upon reasonable demand by members of the immediate family, or their authorized agents. In such instances in which this occurs, a record shall be made which shall include the reason for such action, and the signature of the person authorizing the opening thereof, and the name of the person opening the container and the witness thereof, which shall be retained in the permanent file of Woodlawn.

B. Hours of Operation.

i. Remains will be received on any workday between the hours of 9:00a.m. - 3:30p.m.

ii. The Crematory will be closed on Sundays and holidays, unless special arrangements are made in advance, or are required due to Religious circumstances, or the risk of an intimate health danger. In the event the Crematory is opened for this purpose, an additional fee will be charged. The fee will be quoted to the family in advance of the service.

C. Cremated Remains.

Woodlawn will not store cremated remains. Arrangements for dispositions of the cremated remains must be made on the Request for Cremation form. If the family or funeral home wishes to change the arrangements for disposition, it must be done in writing and signed by the authorizing party. No changes will be made via the telephone.