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Rules, Regulations and Specifications For Memorial Work

Effective September 1st, 2016



These Rules, Regulations and Specifications replace and supersede all previous rules, regulations, specifications, polices and guidelines. These Rules, Regulations and Specifications are subject to change at the discretion of Cemetery Authorities.

General Rules and Regulations

- 1) A copy of these Rules, Regulations and Specifications shall be provided upon request, without charge, to the certificate holder, the certificate holder's next-of-kin, any duly appointed representative or dealer.
- 2) All fees associated with memorial work will be provided upon request.
- 3) All Dealers shall comply with Gethsemane Cemetery's written installation specifications and instructions. If a Dealer sells or installs any memorial which in the opinion of the Cemetery Authorities does not comply with applicable rules, regulations and specifications, the memorial must be rectified to so comply or be removed from the lot by the Dealer at the request of the Cemetery Authorities within three days of such request.
- 4) Gethsemane Cemetery reserves the right at all times to prescribe and approve the location, kind, size, type, symbolism, craftsmanship, quality, and material of all memorials installed in Gethsemane Cemetery.
- 5) While Gethsemane Cemetery will exercise due care to protect raised lettering, carvings, statues, cameos or other ornaments on any memorial or other structure on any lot, public or private mausoleum, they disclaim responsibility for damage or injury thereto.
- 6) The Cemetery Authorities disclaim all responsibility for loss or damage from cause beyond their reasonable control, and especially from damage by an act of God, the elements, wind, earthquakes, flood, war, common enemy, invasions, insurrection, riots, order of any military or civil authority, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, or any cause similar or dissimilar beyond the reasonable control of Gethsemane Cemetery whether the damage be direct or collateral.
- 7) Should any memorial, in the opinion of the Cemetery Authorities, become a menace, unsightly, dilapidated or dangerous, it is understood that Gethsemane Cemetery shall have the right either to correct the condition or to remove the same at the expense of the certificate holder or his or her heirs, after giving due notice in writing to the last known address of the certificate holder on file in the Cemetery Office.
- 8) Memorials are the property of the family and should be insured against damage or loss.
- 9) All memorial work must be approved via the "Application to Erect a Memorial". (see Onsite Carving, Lettering and Sandblasting for exceptions) Only **original** applications may be used, additional copies will be provided upon request. The application must be mailed or brought to the cemetery in person. No faxes. Scale drawings may also be required. Dealers will receive a signed copy of the application when approved. **Dealers are strongly encouraged not to manufacture or order any memorial before receiving an approved application from Gethsemane Cemetery.**
- 10) All work on any site requires the written order of the certificate holder (lot owner), heir or duly appointed representative. The signature on the "Application to Erect a Memorial" fulfills this requirement. Except on behalf of spouse or children, heirship or right of interest must first be established by affidavit before application will be accepted.
- 11) While the location and position in which a memorial or foundation is to be placed or erected shall be entirely subject to the approval of Cemetery Authorities, it is the responsibility of the memorial dealer and family to indicate the section, lot and grave numbers over which the memorial is to be centered and to verify name placement. Gethsemane Cemetery will not be responsible for the incorrect placement of a foundation or memorial when the specific section, lot and graves numbers were not provided. Gethsemane Cemetery reserves the right to correct any error that may be made.
- 12) All fees, including back cemetery charges, endowed care, and other cares fees must be paid prior to the approval of any application or memorial work. All fees associated with the memorial installation or foundation must be paid prior to installation.

- 13) No memorial, once erected, may be removed from Gethsemane Cemetery without written permission of the Cemetery Authorities. Permission(s) may also be required from the certificate holder(s), heir(s), legal representative or Department of Veterans Affairs.
- 14) Memorial work may be done Monday through Friday 8AM to 3PM, except for Cemetery observed holidays. For Saturday work, please call for hours. Please call the cemetery office at least 24 hours in advance, to schedule memorial work. (See Onsite, Carving, Lettering and Sandblasting for exceptions.)
- 15) All Dealers must have Workers Compensation Insurance as required by the law of the Commonwealth of Pennsylvania, as well as Liability insurance in the amount of \$1,000,000.
- 16) A certificate of insurance must be sent to the cemetery office, this certificate must list the Diocese of Allentown, the Bishop of the Diocese of Allentown, St. Paul's Roman Catholic Church and the Pastor of St. Paul's Roman Catholic Church as additional insured. Being listed as certificate holders does NOT satisfy this requirement.
- 17) No Dealer or anyone directly or indirectly employed by a dealer will be permitted to work in Gethsemane Cemetery without current proof of insurance on file with Gethsemane Cemetery. Dealer's insurance company must notify Gethsemane Cemetery in writing of any changes to the policy that alter, restrict, or reduce coverage, or change the name(s) of the insured(s), ten days prior to the termination of, or changes to, the policy. Dealers who meet the above insurance requirements need not provide a performance bond unless required by the virtue of the special nature of a project or by law.
- 18) Dealers are not permitted to have any nameplates or other types of advertising on any memorials placed in the cemetery.
- 19) All work must temporarily stop when a funeral cortege arrives for a burial within the same section or within 150 yards of Dealer's work.
- 20) All Dealer's work and employees shall be under the direction and control of the Cemetery Authorities who shall have the right to immediately suspend work and workmen whenever there is a failure to conform to these Rules, Regulations and Specifications.
- 21) Dealer's trucks are restricted to the paved road surfaces and are not permitted to block any road or drive. All memorial work must be done in a manner that does not damage cemetery grounds, property or other memorials.
- 22) Dealer shall notify Gethsemane Cemetery immediately, and agree to pay for any damage to lots, graves, walks, trees, shrubs, memorials, structures etc., during the transportation and setting of this memorial or other memorial work.
- 23) Dealers are not permitted to solicit business within Gethsemane Cemetery.
- 24) Dealers will not falsely represent, directly or indirectly, to customers that they are affiliated in any way with Gethsemane Cemetery.
- 25) The Dealer must remove all equipment, debris or material that may have accumulated during installation.
- 26) The Dealer must also check to see if any adjacent areas or memorials have become soiled or dirty due to the Dealer's work and, if so, must clean such areas or memorials.
- 27) Dealer work may be temporarily suspended at the discretion of the Cemetery Authorities if adverse conditions in the field so require. Such a suspension may affect individual gravesites, specific sections or the entire cemetery.

General Memorial Specifications

- 1) Gethsemane Cemetery encourages creative memorialization and has written the specifications to allow as much personalization as possible. However, we must find a way to strike a balance between the personalization a family desires and the Canons and traditions of the Catholic Church. No memorial may contain any item which may, **in the opinion of the Cemetery Authorities**: be inconsistent with Roman Catholic Doctrine or Practice, be offensive, or fail to be in good taste.
- 2) All memorials shall have an appropriate Roman Catholic or Christian symbol, placed in a **PROMINENT** position. This symbol shall be no smaller in size than the height of the family name, **AND** be proportionate in size to that of any other designs or emblems. The Cemetery Authorities reserve the right to make the determination in questionable circumstances.
- 3) All non-Christian symbols, emblems, epitaphs, insignias, etc., are to be approved by Cemetery Authorities. If approved, these items may be restricted to one 16 sq. inch area. Scale drawing of all such items should accompany the "Application to Erect a Memorial" or be presented at the cemetery office. Approval is not automatic nor given at the time the drawing is presented.
- 4) Etched scenes used on memorials are to be approved by cemetery authorities. Scale drawings of all such scenes should accompany the "Application to Erect a Memorial" or be presented at the cemetery office. Approval is not automatic nor given at the time the drawing is presented.
- 5) Cameo photos used on memorials must be of portrait type, representing the deceased, and in the opinion of Cemetery Authorities, be in good taste. Cameos not in a covered metal frame, must be substantially recessed into the face of the memorial. Catholic or Christian representations may also be used on a cameo photo.
- 6) Carving and lettering, other than a "family" name, requested for placement on the back of a memorial, may be submitted to Gethsemane Cemetery for review. Approval is not automatic.
- 7) Vases are allowed on memorials in Gethsemane Cemetery. All vases shall be placed centered front to back and no closer than 1.5 inches from the edge of the memorial or base. All vases, other than the standard "turn down" bronze, shall be removable by means of a threaded rod and threaded anchor. Separate marble or granite vases or separate bases for a vase outside of the memorial are not permitted.
- 8) On all memorials with a base, the base shall extend no less than 2 inches from the memorial on all sides.
- 9) Die thickness and base height must be the same.
- 10) No memorial extending above the surface of the ground shall be erected on a lot not specifically set apart for such upright memorial privilege.
- 11) Generally, only one memorial is permitted on each grave. In some cases, only one memorial is permitted on each lot. Exceptions may be made, based on specific site conditions, at the sole discretion of the Cemetery Authorities.
- 12) All memorials must be constructed of granite or bronze. Bronze bases may be granite or concrete. A bronze application over the granite, or a bronze plate attached to the granite is also permitted.
- 13) All bronze alloys for all bronze memorials shall consist of not less than 87% copper, not less than 5% tin, not more than 2.5% lead, and not more than 5% zinc. All other elements in total are not to exceed 1%.
- 14) For all requests outside of these "Rules, Regulations and Specifications", please contact the cemetery office.
- 15) Special cases may arise in which the literal enforcement of rules may impose unnecessary hardship. The Cemetery Authorities reserve the right, without notice, to make temporary exceptions, suspensions or modifications in any of these Rules and Regulations when, in their sole judgement, the same appear advisable, and such temporary exceptions, suspensions or modifications shall in no way be considered as

affecting the general application of such rule, and shall not be deemed a waiver of any provision of these Rules and Regulations.

Installation

- 1) Dealers must stop at the Cemetery office prior to any installation. Dealers must also stop at the Cemetery office upon completion of work to allow Cemetery personnel to inspect installation.
- 2) All sod and dirt removed during installation must be removed from the site.
- 3) The backline of the memorial to be installed must be aligned with the three memorials to either side of it.
- 4) The Dealer must carefully fill in any areas around the installation with topsoil and seed.
- 5) The Dealer must remove all equipment, debris or material that may have accumulated during installation.

Onsite Carving, Lettering and Sandblasting

- 1) All onsite carving, lettering and sandblasting must first be approved by Gethsemane Cemetery.
- 2) Detailed description of work to be done must be submitted in writing to the Cemetery office at least 3 days prior to work being done. Gethsemane Cemetery will notify Dealer if work has been approved.
- 3) Dealers must stop at the Cemetery office prior to work. Dealers must also stop at the Cemetery office upon completion to allow Cemetery personnel to inspect work completed.
- 4) The Dealer must remove all equipment, debris or material that may have accumulated during installation.
- 5) The Dealer must also check to see if any adjacent areas or memorials have become soiled or dirty due to the Dealer's work and, if so, must clean such areas or memorials.

Use of Existing Foundations

When adding a base under an existing memorial, or replacing a memorial with a new memorial, permission to utilize and or extend an existing foundation may be granted after consideration of multiple factors. When an existing foundation is utilized, there may be a fee for laying out and or extending the foundation. The main factors taken into consideration are:

- 1) Area of the new base or memorial vs. the area of the existing foundation.
- 2) Type and size of the new memorial.
- 3) Depth of existing foundation.
- 4) Condition of existing foundation.
- 5) Slope of ground.
- 6) Plan for future burials around memorial.

Memorial Cleaning

- 1) Gethsemane Cemetery does not specify the type of cleaners that may be used. However, any damage, staining or discoloration to any memorial, turf, shrubs, trees or any other item in Gethsemane will be repaired or replaced at the discretion of the Cemetery Authorities and at the expense of the Dealer.
- 2) Equipment may be used as necessary to facilitate the proper cleaning of the memorial.
- 3) Gethsemane Cemetery has water available on the grounds which may be used by the Dealer. Gethsemane Cemetery is not, however, responsible to provide such water.

Individual Memorial Specifications
(Maximum Sizes)

1) Flush Markers

- a) Single Grave 2'-6" x 1'-4"
- b) Two Grave 5'-0" x 1'-4"
- c) Up to 4'-0" long must be 4" thick. Over 4'-0" must be 6" thick.
- d) All vases on flush memorials must be "turn down". (*Additional charges apply.*)
- e) All bronze markers must be installed on a concrete or granite base.

2) Slants and Bevels (no base)

- a) Single Grave 2'-6" x 1'-0" x 1'-6"
- b) Two Grave 4'-0" x 1'-0" x 1'-6"
- c) Three or Four Grave 5'-0" x 1'-0" x 1'-6"

3) Slant w/Base

- | | Slant | Base |
|------------------------|-----------------------|-----------------------|
| a) Single Grave | 2'-0" x 1'-0" x 1'-6" | 2'-6" x 1'-4" x 0'-8" |
| b) Two Grave | 4'-6" x 1'-0" x 1'-6" | 5'-0" x 1'-4" x 0'-8" |
| c) Three or Four Grave | 5'-6" x 1'-0" x 1'-6" | 6'-0" x 1'-4" x 0'-8" |
- i) *Note: 0'-8" high base may be used to compensate for hillside installation. Contact Cemetery office for approval.*

4) Upright w/Base

- | | Upright | Base |
|------------------------|-----------------------|-----------------------|
| a) Single Grave | 2'-0" x 0'-8" x 2'-6" | 2'-6" x 1'-2" x 0'-8" |
| b) Two Grave* | 4'-6" x 0'-8" x 2'-6" | 5'-0" x 1'-2" x 0'-8" |
| c) Three & Four Grave* | 5'-6" x 0'-8" x 2'-6" | 6'-0" x 1'-2" x 0'-8" |

5) Minimum Size

1'-8" x 0'-10" x 0'-4"

This is minimum size of any memorial to be used in any section, other than Section IN.

6) Infant Memorials

- a) Infants interred after November 1st, 2005
 - i) Maximum stone size: 1'-4" x 0'-10" x 1'-4"
 - ii) No foundation fee is charged
- b) Infant interred prior to November 1st, 2005
 - i) No individual memorials are allowed. Inscriptions may be placed on central memorial provided near such interments. Families should contact the Cemetery office for details.

INSTALLATION GUIDE TO MEDALLIONS PROVIDED BY THE U.S VETERAN'S ADMINISTRATION

Crypt Installation

All 1", 3" and 5" Veterans' medallions installed on crypt fronts are drilled and bolted in place. Medallions cannot be removed or repositioned.

Niche Installation

All 1" and 3" Veterans' medallions installed on niche fronts are drilled and bolted in place. Medallions cannot be removed or repositioned. ***5" medallions are not allowed.***

Headstone Installation

1", 3" and 5" medallions will have a recess created into the headstone by sandblasting and are adhered to the headstone. Medallions cannot be removed or repositioned.

All placement and installations are subject to the Rules and Regulations and approval of Gethsemane Cemetery. Not every size emblem will fit and it is the family's responsibility to check with the Cemetery prior to ordering any medallions.