

# Grace*lawn* cemetery



R U L E S   &   R E G U L A T I O N S

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Approved by the Edmond City Council April 26, 2021

For the mutual protection of lot owners and the cemetery as a whole, including all sections of the cemetery, the following rules and regulations have been adopted by the Edmond City Council and City Manager as the rules and regulations of Gracelawn Cemetery. All property owners and visitors within the cemetery, and all lots or spaces sold, shall be subject to said Rules and Regulations; and subject further, to such other rules and regulations, amendments or alterations as shall be adopted by the City Council and City Manager and the reference to these Rules and Regulations in the Deed or Certificate of Ownership to a lot shall have the same force and effect as if set forth in full therein. Gracelawn Cemetery is a municipally owned cemetery and there shall be no discrimination as to race, creed, religion, gender, sexual orientation, age, national origin, or disability.

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## **Section A. Definitions:**

**Cemetery:** The term cemetery is hereby defined as a burial park for interments.

**Space:** The term space shall in general be of sufficient size to accommodate an interment. For specific details, sizes, and/or options, please contact Gracelawn Cemetery.

**Lot:** The term shall apply to numbered divisions as shown on the record plat, which consists of one or more spaces.

**Interment:** The term interment shall mean the permanent disposition of the remains of a deceased person by cremation and interment, or burial.

**Memorial:** The term memorial shall include a monument, marker, tablet, or headstone, for family or individual use.

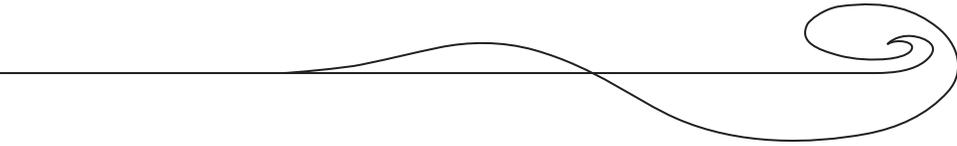
**Monument:** The term monument shall include a tombstone or memorial of granite or marble which shall extend above the surface of the ground either as a foot or head monument.

**Marker:** The term marker means a memorial flush with the ground.

**Committal Shelter:** The term committal shelter shall mean the pavilion located in Gracelawn Cemetery for the purpose of interment services, memorial services, or other similar event.

**Columbarium:** The term columbarium shall mean a structure for the interment of funerary urns containing the remains of a deceased person.

**Niche:** The term niche shall mean a space within a columbarium for the interment of a funerary urn containing the remains of a deceased person.



**Niche Facing:** The term niche facing shall mean the granite cover placed over a columbarium space.

**Niche Plaque:** The term niche plaque shall mean any ornamental tablet affixed to a niche facing.

**Lot Marker:** The term lot marker means a marble or granite marker used by the cemetery to locate corners of the lot or space at ground level.

**Lot Pin:** The term lot pin means an iron pin used by the cemetery to locate corners of the lot or space below ground level.

**Certificate of Ownership:** The term certificate of ownership shall apply to the original deed given by the City of Edmond, Gracelawn Cemetery, to the purchasers.

**Transfer Deed:** A transfer deed will be issued by the City Clerk when ownership is transferred from individual to individual.

**Management:** The term management shall mean the person or persons duly appointed by the City of Edmond or City Manager for the purpose of conducting and administering the cemetery. General management means the Cemetery Manager and/or Park Maintenance Supervisor.

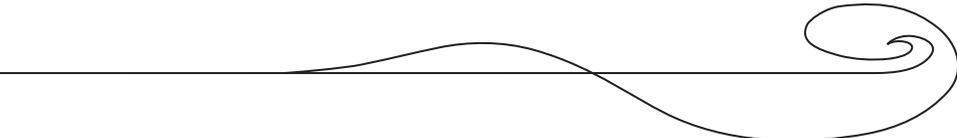
**Cemetery Office:** The term cemetery office shall mean the office/maintenance building located on cemetery grounds.

**City Clerk's Office:** The term City Clerk's Office shall mean the place where all deeds are issued, which is located in the City First Building, 24 East First Street, Edmond, Oklahoma, 73034.

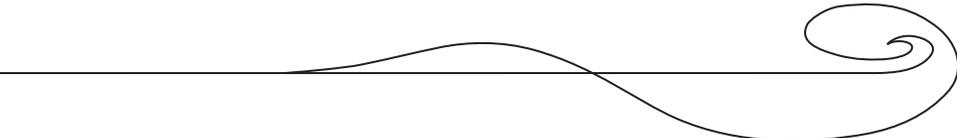
## **Section B. General Rules:**

Gracelawn Cemetery is owned by the City of Edmond and operated consistent with the laws of the State of Oklahoma. It reserves the right to refuse admission to the Cemetery and to refuse the use of any of the cemetery's facilities at any time to any person or persons whom the management may deem objectionable to the best interest of the cemetery and all people of the City of Edmond.

1. Cemetery office hours are 7:30 a.m. to 4:00 p.m Monday through Friday, except for the following City observed Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Friday after Thanksgiving, Christmas Eve and Christmas Day. The cemetery entrance will remain open at all times except on Halloween when the gates are closed at dusk.
2. Cemetery personnel will not work on Sundays, Saturday afternoons (Saturday burials must be graveside by noon) or the aforementioned City observed Holidays (to include Saturdays immediately following holidays when city offices are closed) except when authorized by management.
3. Cemetery personnel are not permitted to do any work for property owners except normal maintenance but are expected to be courteous and helpful to all cemetery visitors.
4. All fees or charges for services are payable at the Cemetery using check, credit or debit card, or money order. Cemetery personnel may not accept any gratuity from patrons of the cemetery.

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5. Persons within the cemetery shall not walk across burial lots unless it is necessary to do so to gain access to one's own lot. The cemetery expressly disclaims liability for any injuries sustained by anyone violating this rule.
  6. Persons visiting the cemetery are prohibited from picking flowers, (wild or cultivated), breaking or injuring any tree, shrub or plant, or from writing upon, defacing or injuring any memorials, fence, or other structure within the cemetery grounds. Violators will be subject to prosecution for destruction of public property or destruction of private property.
  7. The following rules apply to vehicles inside the cemetery grounds:
    - (a) Loud noises from vehicles are prohibited.
    - (b) Maximum speed in the cemetery is 10 mph.
    - (c) Driving or parking any vehicle on a grave, lot or lawn, is prohibited.
    - (d) Parking on any road within the cemetery so as to prevent any other vehicle or otherwise blocking the lane is prohibited.
  8. Children under fifteen years of age are not permitted in the cemetery unless accompanied by an adult.
  9. Littering on any part of the cemetery grounds is prohibited. A trash receptacle is located in the cemetery.
  10. No planting of flowers, shrubs or trees and no glass jars, metal cans, rods or hooks are allowed. The placing of fencing, ornaments, chairs and benches (unless purchased from a monument company, approved by Cemetery Manager and used as monument) glass containers of any sort or similar articles on graves or lots are prohibited. Management reserves the right to remove such articles.

11. The following actions are expressly prohibited:
  - (a) Loud or boisterous talking
  - (b) Idling or loafing on the grounds, or in any of the buildings
  - (c) Soliciting the sale of any product within the cemetery
  - (d) Placing of signs, notices or advertisements within the cemetery
  - (e) Bringing any animals into the cemetery, excluding service animals
  - (f) Bringing firearms into the cemetery except by a military escort accompanying a veteran's funeral or attending memorial services, and law enforcement officers
12. Management is responsible for enforcement of all rules and regulations. Management is authorized to make temporary additional rules which may be needed to meet emergencies which are not covered by these Rules and Regulations.
13. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardships. Cemetery management reserves the right to make exceptions, suspensions, or modifications of any of these Rules and Regulations, without notice, when in the judgment of management such action appears necessary and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of such Rules and Regulations.
14. The City of Edmond hereby expressly reserves the right to adopt additional Rules and Regulations or to amend, alter or repeal any Regulations, at any time, and without notice.
15. The City of Edmond reserves the right to correct any errors that may be made by its personnel either in making interments, disinterments or removals, or in description, transfer or



conveyance of any interment property, either by canceling such conveyance and substituting any conveyance in lieu thereof of other interment property of equal value and similar location as far as possible, or as may be selected by the management, or, in the sole discretion of management, by refunding the amount of money paid for said purchases. In the event such error involves the interment of remains of any person in such property, the cemetery reserves the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. However, City Attorney will be notified of any actions under this paragraph for proper legal advice for protection of the City and property owners, and the cemetery will follow all applicable laws of the State of Oklahoma.

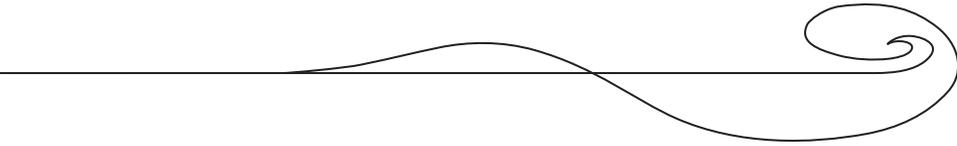
## Section C. Lots and Lot Owners:

1. Persons desiring to purchase lots should schedule an appointment to visit the Cemetery where management will aid them in making a selection. Payment shall be made to the Cemetery. Upon receipt of the funds by the Cemetery, a Certificate of Ownership will be issued by the City Clerk's Office and mailed to the purchaser.
2. Payment for lot purchases and cemetery fees must be paid by one of the following forms of payment: check, credit/debit card, or money order. **Cash is not an acceptable form of payment.**
3. A transfer of deed must be made on any reselling or inheritance of lots or spaces. Once valid documentation is presented, the deed can be issued by the City Clerk's Office.
4. No lot shall be used for any other purpose than for the interment of human remains.

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5. No easement or right of interment is granted to any property owner in any road, drive, alley or walk within the cemetery. However, they may be used as a means of access to the cemetery or buildings, as long as management devotes it to that purpose.
6. The right to enlarge, reduce, re-plot or change the boundaries or grading of the cemetery, or section or sections, including the right to modify or change the location of or remove or regrade roads, drives, or walks, or any part thereof is hereby reserved. The right to lay, maintain and operate, or alter or change pipelines or gutters for water systems, drainage, etc. is also expressly reserved, as well as is the right to use cemetery property not sold to individual owners for cemetery purposes, including interment of human remains, or for anything necessary, incidental or convenient thereto. The Cemetery reserves to itself and to those lawfully entitled thereto a perpetual right of ingress and egress over lots for the purpose of passing to and from other lots.
7. Descriptions of lots will be in accordance with cemetery records which are kept on file in the City Clerk's office and at the cemetery office.
8. The management will take all reasonable precautions to protect lot owners, and the property rights of lot owners, within the cemetery from loss or damage; but the cemetery and the City of Edmond distinctly disclaim all responsibility for loss or damage from causes beyond its reasonable control, and especially from damages caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

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9. It is the duty of the property owner to notify management of any change in address and in the event of the owner's death, it is the responsibility of the heirs to notify management of the new owner in order for a transfer deed to be issued.
  10. The instrument of conveyance of these Rules and Regulations and any amendments thereto constitute the sole agreement between the cemetery and the property owner. The statement of any employee or agent, unless confirmed in writing by management, shall in no way bind the cemetery.

### **Section D. Care of Lot Rules:**

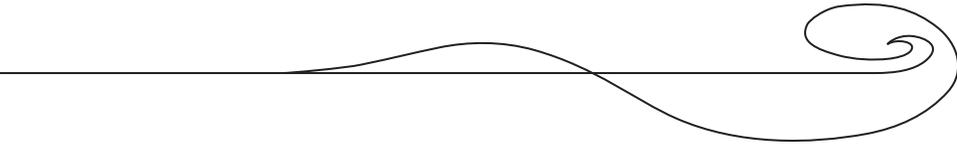
1. The general care of the cemetery is assured by the management and includes mowing the grass at reasonable intervals, raking and cleaning of the grounds, and pruning of shrubs and trees that may be placed by management.
2. The general care assumed by the cemetery shall not include the maintenance, repair or replacement of any memorial placed or erected upon lots, or doing any special or unusual work in the cemetery, including work caused by the impoverishment of the soil. General care shall include reconstruction of any marble or granite work on any section or lot, or any portion or portions thereof in the cemetery, caused by the elements, an act of God, vandals, explosions, unavoidable accidents, invasions, insurrections, riots, or by the order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

### **Section E. Descent of Title Rules:**

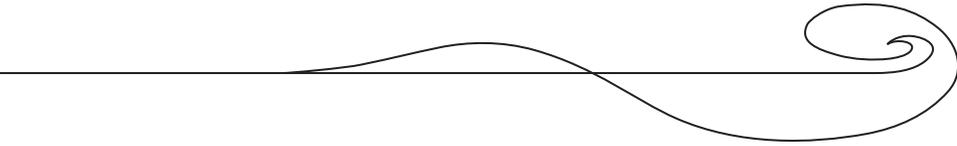
1. The laws of the State of Oklahoma govern the descent of title to cemetery lots as well as other matters pertaining to assignment, conveyances, devises, trust deed and inalienability.

## **Section F. Interment Rules:**

1. Interments will be allowed from 8:00 a.m. to 4:00 p.m. daily with the exception of all Sundays, Saturday afternoons (Saturday burials must be graveside by noon) and city observed Holidays (to include Saturdays immediately following holidays when city offices are closed), which include the following: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve and Christmas Day.
2. Where immediate burial is required by the laws of the State of Oklahoma and under the rules and regulations of the Board of Health or under religious beliefs, interments may be made on Sundays and holidays, but an additional fee will be added to the regular interment charges, such that the interment fee is equal to the maximum interment or disinterment fee as determined by the fee schedule.
3. Once a casket containing a body is within the confines of the cemetery, no funeral director nor his embalmer, assistant, employee, or agent shall be permitted to open the casket or to touch the body without the consent of legal representative of the deceased or an order signed by a court of competent jurisdiction.
4. All funerals in the cemetery shall be under the charge of the cemetery management.
5. It is a requirement that a burial order is obtained from the Cemetery prior to interment. All orders for interments in lots must be signed by the owner of the lot or his legal representative.

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6. Funeral directors must present the necessary burial permit from the Oklahoma State Department of Health at the time of burial.
  7. Lot owners shall not allow interments in their lots in return for remuneration of any kind unless there has been a properly executed transfer.
  8. No interment of two or more bodies shall be made in one grave except in the case of parent and infant, two infants buried in one casket or a cremation being placed in the casket with the deceased. Two cremations may be buried in one grave if the grave purchased is a traditional adult full-sized space. Cremated remains may also be buried on an existing burial by approval of the Cemetery Manager and at his discretion.
  9. When an interment is to be made in a lot, the location of such interment shall be designated by the lot owner, but under no circumstances shall an interment be made outside or infringe upon official lot lines designated by cemetery management. Should the lot owner fail or neglect to make such designation, the cemetery reserves the right to make the interment in a location designated by cemetery management.
  10. Cemetery personnel are the only persons who will be permitted to open graves with the following exceptions:
    - (a) When the cemetery is directed to make a disinterment by the order of a court of competent jurisdiction and a certified copy of such order has been filed with the City Clerk and copies to cemetery personnel.

- (b) When the coroner directs the disinterment for the purpose of holding an inquest and has filed with management a signed authorization to release the body to himself and his lawful agents. The disinterment must be made by the coroner or his lawful agents. Cemetery personnel will not be permitted to assist the coroner or his agents.
11. In order to minimize the severity of sunken graves, it is required that all burials must be made in outside containers made of metal or reinforced concrete. All such containers must be constructed and installed as to meet specifications established by management. The only exception to this rule is that approved infant containers may be used for a child's grave in the areas designated for babies. Cremations do not require outer containers.
  12. All charges for interment or services in connection therewith, shall be paid to the Cemetery before interment will be completed.
  13. At least eight (8) business hours notice prior to any interment and at least one week's notice prior to any disinterment or removal must be received by cemetery personnel. Business hours include hours that the Cemetery Office is open, as defined by Section B.1. of these rules and regulations.
  14. All interments, disinterments, and removals must be made at the time, in the manner, and upon the charges established by management.
  15. Besides being subject to these Rules and Regulations, all interments, disinterments, and removals are made subject to the orders and laws of the properly constituted public authorities.

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16. The cemetery will not be responsible for any mistake occurring from the lack of precise and proper instructions as to the particular space, size of grave, and location in lot, where interment is desired.
  17. The cemetery will not be liable for the interment permit nor for the identity of the person sought to be interred.

## **Section G. Plants and Shrubs:**

1. The cemetery will maintain the planting of trees and shrubs provided by the City of Edmond, but does not take responsibility for and discourages the placement and maintenance of individual plantings or urns of plants.
2. There shall be no individual beds of shrubbery or flowers allowed on the grounds except by special permission of cemetery personnel. Application for the same should be accompanied by a scaled sketch of the proposed planting indicating the position and name of the plants suggested.
3. There shall be no glass jars, tin cans, or other containers used on the premises for the holding floral bouquets. Rocks, metal rods, wire stakes, or other items to secure decorations that may cause maintenance problems are prohibited.
4. Management has authority to remove or prune all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind from the cemetery as soon as, in the judgment of management, they become unsightly, dangerous, detrimental, or diseased, or when they do not conform to the standard maintained.
5. The cemetery shall not be liable for floral pieces, baskets, or frames in which, or to which, such floral pieces are attached beyond the acceptance of such floral pieces for cemetery services held in the cemetery.

6. Management is not responsible for frozen plants or herbage of any kind or for plantings damaged by the elements, thieves, vandals, or by other causes beyond its control.
7. The cemetery reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs, plants, or herbage of any kind unless management gives consent.
8. Schedule for Placement of Flowers, Wreaths, Potted Plants:

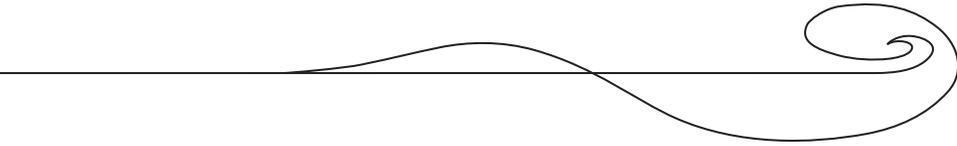
Fresh cut flowers may be placed in approved cemetery flower vases throughout the year. When the flowers have withered, they will be removed by cemetery personnel. Flowers from funeral services will be removed one week after the day of the service or earlier if they become unsightly.

Potted plants, wreaths and artificial flowers, in approved cemetery vases and baskets, placed on gravesites will be removed at the discretion of Management, the only exception will be Memorial Day which will be removed one week later.

From November 1st (or after last mowing of the season) until the last week of February, the normal period when the cemetery's lawns are dormant, potted plants, wreaths, grave blankets and artificial flowers are permitted. They will be removed when their appearance is unsightly or during the last week in February. Signs will be posted as to when pick-up will begin.

Artificial flowers that are placed in permanent vases that are integral parts of the family monuments will not be removed until their appearance is unsightly.

**WARNING: IT IS UNLAWFUL AT ANY TIME TO REMOVE DECORATIONS OTHER THAN FROM YOUR OWN GRAVES. CEMETERY PERSONNEL, AS STATED IN THE PRECEDING PARAGRAPHS, ARE ALLOWED TO REMOVE DECORATIONS UNDER THESE RULES AND REGULATIONS.**



## **Section H. Construction or Pre-construction Items:**

1. No lot, part or parcel of the cemetery shall be enclosed by any curbing, fencing, bird baths, benches, hedging or other obstructions or structures. The City of Edmond, acting by and through its cemetery management, reserves and retains the right to remove from the cemetery anything placed on said lot or burial spaces in violation of this regulation.
2. No Mausoleum or above ground crypts or grave covers such as concrete, marble or granite shall be erected or constructed within the confines of the cemetery. Any maintenance on existing structures must be done by the lot owners. Management reserves the right to give permission for grave covers if they meet all requirements set by management on lots with existing grave covers only as husband or wife. There shall be no further placement of grave covers on other lots in the cemetery without any exceptions.
3. All monuments that require construction or forming of base on site must be approved by cemetery management BEFORE placement in the cemetery. A large memorial should be cleared through management BEFORE purchased.

## **Section I. Columbarium and Committal Shelter Rules:**

Rules and regulations regarding columbarium spaces are available through the cemetery manager.

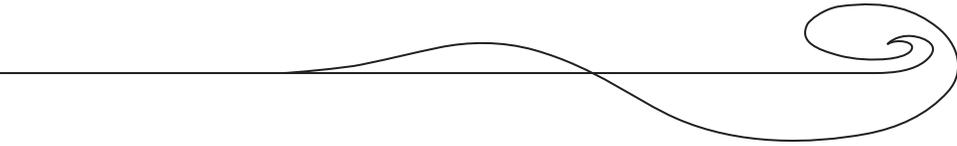
1. Committal shelter reservations shall be made through and under the determination of the cemetery manager.
2. The committal shelter may be reserved for a fee on a first come, first served basis.

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3. Audio/visual equipment inside of the committal shelter may be available with committal shelter reservations if functioning. The City of Edmond cannot guarantee audio/visual equipment availability.

## **Enforcement of Rules and Regulations:**

Management is hereby empowered to enforce all Rules and Regulations and to exclude from the cemetery any person violating the same. Management shall have charge of the grounds and buildings including the conducting of funerals, traffic, personnel, property owners and visitors and at all times shall have supervision and control of all persons in the cemetery.



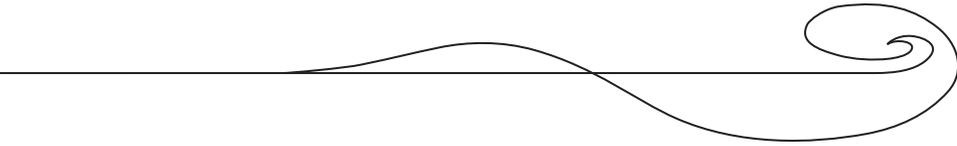
## Gracelawn Cemetery Historical Timeline:

- 1893** | The Town of Edmond is notified by the Territorial Governor that the Edmond Cemetery located on school land is illegal and has to be moved.
- 1895** | The Town of Edmond purchases 20 acres on the northwest corner of Danforth and Boulevard for \$500 from Lee & Olive Rannabarger to create a new cemetery
- Grace Lawn Cemetery opens to the public and interred remains are moved from the previous Edmond Cemetery
- 1897** | The Town of Edmond passes an ordinance renaming the cemetery to Fair Lawn Cemetery and extending its jurisdiction over the area that is outside of the town limits.
- 1903** | The cemetery is once again named Grace Lawn Cemetery and has remained as such since that time.
- 1933** | Gracelawn Cemetery is officially annexed into the Edmond city limits.
- 1940** | A 2400-foot rock wall spanning the east and south sides of the cemetery is completed by the Works Progress Administration at a cost of just over \$24,000.
- 1948** | The City of Edmond purchases six acres of land adjacent to the railroad track right-of-way for \$800 to allow for future expansion.

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- 1981** | A veteran's memorial is completed that recognizes the veterans interred in Gracelawn Cemetery. The memorial was made possible through a partnership with the Kiwanis Club of Edmond.
- 1991** | The main entrance into Gracelawn Cemetery is moved from Danforth to Boulevard to reduce traffic hazards.
- 2014** | The City of Edmond purchases 20.6 acres of land north of Gracelawn Cemetery for \$262,000 to allow for future expansion.
- 2021** | A new seven-acre section opens to the public including burial plots, colombaria niches and a committal shelter. The expansion is completed at a cost of \$3.2 million.



## OWNER INFORMATION

OWNER OF RECORD: \_\_\_\_\_

PURCHASE DATE: \_\_\_\_\_

DEED #: \_\_\_\_\_

PURCHASE PRICE: \_\_\_\_\_

LOT #: \_\_\_\_\_

BLOCK #: \_\_\_\_\_

SPACES: \_\_\_\_\_

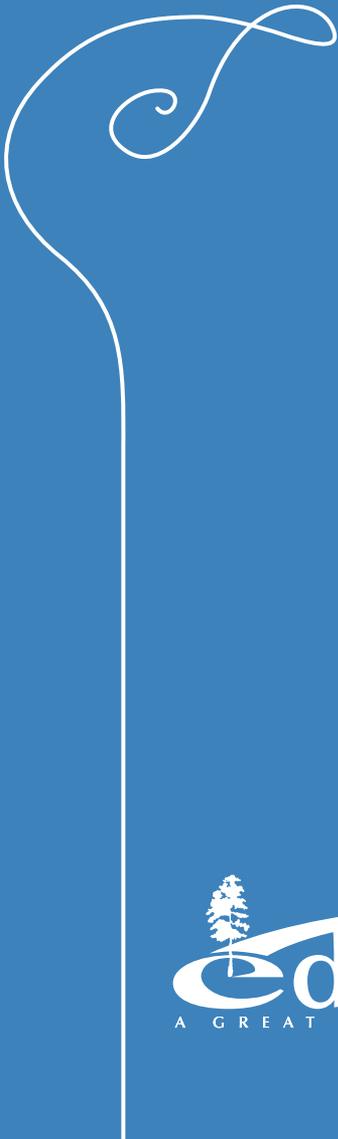
If you have any questions, concerns, or comments, please contact one of the following:

### **Ownership Records:**

City Clerk's Office  
City of Edmond  
City First Building, 24 E. 1st Street  
P.O. Box 2970  
Edmond, OK 73083  
(405) 359-4555

### **Grounds Maintenance:**

Cemetery Manager  
1407 N. Boulevard  
Edmond, OK  
(405) 216-7645



**NOTES**