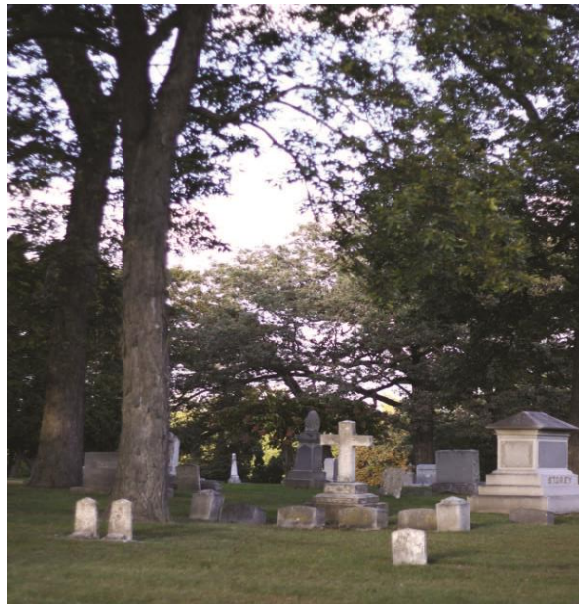




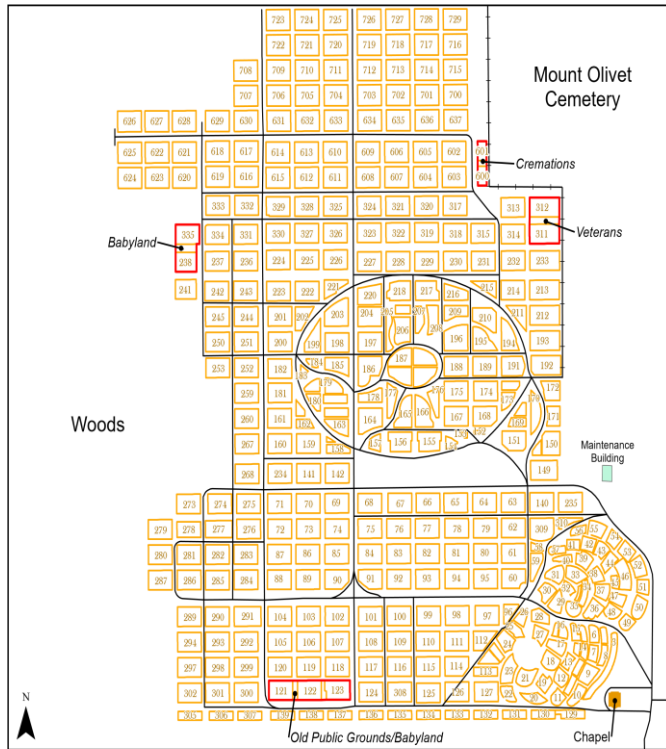
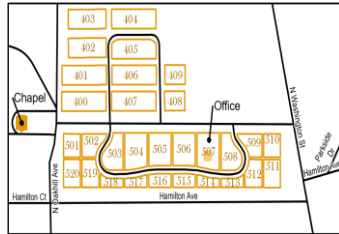
CITY OF JANESVILLE
Wisconsin's Park Place

OAK HILL CEMETERY POLICY MANUAL



**OAK HILL CEMETERY 1725 N.
WASHINGTON ST.
JANESVILLE, WI 53548 608-754-4030
www.ci.janesville.wi.us**

MAP OF OAK HILL CEMETERY



Lot Layout

Grave Layout

Area East of Chapel

MANAGEMENT

The Oak Hill Cemetery Association was formed as a corporation under the laws of Wisconsin in 1851. It is the oldest cemetery in the city of Janesville. In 2009, the Oakhill Cemetery Association transferred ownership of the 90 acre property and funds to the City of Janesville.

Supervision of lot sales is managed by the Clerk Treasurer's Division and maintenance and operation supervision is managed by the Parks Division.

Cemetery grounds are open for visitation from dawn until dusk. The cemetery office is located at the main entrance of the cemetery. Office hours are Monday-Friday 10:00am-2:00pm or by calling 754-4030 for an appointment.

Oak Hill Cemetery is closed for burials on Sundays and holidays.

This manual was compiled by the City of Janesville Parks Division along with the Oak Hill Cemetery Advisory Committee.

Committee members:

Harold Combs
Gordy Engebretson
Robert Engstrom
Craig Gramke
William Schneider

DEFINITIONS

1. "Cemetery" is the Oak Hill Cemetery.
2. "City" is the City of Janesville.
3. "Burial Site" is any place where human remains are buried.
4. "Owner" is a person who owns and has Right of Burial/Internment where burial site is located.
5. "Contractor/Vendor" is any person, firm, corporation or anyone engaged in, or performing any work on the Cemetery grounds, other than an employee of the City that has permission to perform such work by the City.
6. "Vault" is an outer burial container that surrounds a casket.
7. "Cremains" is the ashes of a human body.

CONDUCT WITHIN THE CEMETERY

1. Visitors are reminded cemetery grounds are considered sacred and a strict observance of accepted behavior shall be required at all times. Cemetery management may order the removal of individuals who they deem are acting inappropriately, or otherwise conducting themselves in a manner that may be deemed to be offensive.

2. Visitors shall use the roads provided. Walking off of roadways is permitted, but done at the self assumed risk of the general public.
Owing to the very nature of a cemetery, the ground may be uneven, depressions may develop, and obstacles abound. In the event of injuries, the City is in no way liable.
3. Receptacles for cemetery waste materials are placed at various locations throughout the cemetery grounds, all visitors are asked to use the provided receptacles.
4. Oak Hill Cemetery are not for sensational or entertainment purposes. Any tours or events marketed as haunted, paranormal, or involving ghosts, spiritualists or mediums are strictly prohibited.

GENERAL CEMETERY CARE

1. Cemetery personnel or their designees shall be exclusively responsible for the management and maintenance of the Cemetery and its grounds.
2. The Cemetery shall take reasonable precaution to protect Owners, and the property rights of Owners within the Cemetery from loss or damage; but it disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, thieves, vandals, and unavoidable accidents.

3. The right to enlarge, reduce, replat or change the boundaries or grading of the Cemetery or of a section or sections, from time to time, including the right to modify or change the location of or any part thereof or remove or regrade roads, drives, and walks, or waterlines is hereby expressly reserved.
4. All grading, roadwork, landscape work, and improvements of any kind, and all care of property and buildings, shall be done by the Cemetery or its contractors. All trees and shrubs shall be planted, trimmed, cut or removed by the Cemetery or its contractors.
5. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The cemetery reserves the right to make exceptions, suspensions, or modifications of any of these rules and regulations without notice when, in the judgment of the management, such action appears necessary. Any such temporary exception, suspension, or modification shall in no way be construed as affecting the general application of these rules and regulations, and shall not act as a waiver of any of the provisions herein.

MONUMENTS AND MARKERS

1. Only one above ground marker is permitted on each grave. For multiple interments, one additional marker will be permitted, set flat with the ground centered in front of the existing marker. Maximum size of flat marker is 24" x 12".
2. No more than four interments shall be identified on any flush memorial.
3. All monuments must be placed on a concrete foundation. Foundations cannot be larger than the marker and must be a minimum of 12" deep. Flush markers, that are set in front of existing stones, may have up to a 5" inch concrete border around them.
4. Monuments and markers shall only be installed by approved private contractors or City personnel. In the case of multiple markers on one grave, there is a permit fee of \$25.00 per marker. A \$100.00 permit fee will be charged for a monument placed in the center of an 8-grave lot.
5. The Cemetery or City is not responsible for the preservation and care of any memorials installed in the cemetery. Neither are they responsible for any damage to such memorials or foundations, unless directly caused by cemetery personnel or equipment. The cemetery is not responsible for the natural weathering, or natural deterioration of memorials and foundations. Repair of aged markers is entirely the responsibility of the lot owners and their heirs.

DECORATION GUIDELINES

In order to maintain the beauty of the cemetery and allow for efficient maintenance, visitors are asked to cooperate with the following decoration regulations. Approved decorations should always be placed on the side of a marker, never in front.

1. Shepherd hooks must be placed as close to the side of the marker as possible. The flower basket must hang over the marker.
2. Flowers must be planted in a cement flower urn. The urn must be placed on the side of the marker and not extend beyond the width of the grave. Metal vases are allowed if they are attached to the monument or are placed directly next to the marker.
3. Wreaths are allowed after November 15.
4. No plants, including annual flowers, perennials, shrubs, and trees may be planted in the ground.
5. In order to provide efficient winter operations, grave blankets are not permitted.
6. No digging or fertilization of grave spaces.
7. The following decorations are not permitted: mementos, figurines, lighting, solar lighting, border edging, fencing, benches, rocks, gravel, bricks, mulch, glass receptacles, balloons, wind socks, toys (exception in children's section, toys may be allowed for a period of time after burials.)

& RESTRICTIONS

8. Styrofoam constructed decorations and vases are prohibited.
9. The City is not responsible for the damage or theft of anything placed on the gravesite.
10. Waste receptacles are provided for the deposition of waste, litter, weeds, decayed flowers, and plants.
11. All unauthorized decorations will be removed and placed in a designated area for visitor retrieval. The City is not responsible for these items.
12. The City has the right to remove any plants in the ground or landscape decorations which do not conform to the cemetery rules and regulations.
13. The City is NOT responsible for reimbursement for any plants or decorations removed by cemetery staff or damaged by maintenance crews.

SPRING & FALL CLEANUP

Spring cleanup will be from April 1 through April 15. Spring decorations may be placed on graves after April 15.

Fall cleanup will begin October 15. All decorations will be removed beginning this day. Winter decorations may be placed on graves after November 15.

INTERMENTS

1. All graves (including cremains) shall be dug by the City or an approved, insured subcontractor. Depth

of graves shall conform to the Wisconsin State Board of Health specifications.

2. There will be no responsibility on the part of the City for the protection and maintenance of flowers, wreaths, emblems, etc. used in conjunction with funerals.
3. The interment of two bodies in one grave will not be allowed, except in cases of parent and infant, twin infants, or two children buried at the same time.
4. If a full burial occurs first, then up to four cremations will be allowed in the same grave space. However, if a cremation occurs first, then a full burial will not be allowed.

DISINTERMENTS

1. No removal of a body from the cemeteries shall be made except by written approval of the City, and presentation of a legal disinterment permit.
2. The City is not responsible for any damages to the vault as a result of disinterment. A disclaimer must be signed in advance by the lot owner.

VAULTS

1. All burials, except cremains or infant burials, must be in a steel or concrete vault.
2. Skilled vault operators must be provided and paid by the lot owner for the handling and sealing of the vault.
3. Handling and sealing of the vault must be performed under the supervision of a licensed funeral home.

4. Cremains must be placed in a nonbiodegradable container; however, no vault is required.

INSTALLATION OF MARKERS

The cemetery is organized into several sections, with each section having some unique regulations. Should you have any questions about what section your burial site is in, please contact cemetery staff at 754-4030.

Block 400— 404 (Eight Grave Lots)

1. Headstones or markers in two sizes only, 20"x10" or 24"x12", not over 8" high. Double markers are allowed on two graves, not larger than 42"x12"x8".
2. No monument 4' high or 18" wide including the base.
3. All monuments in the center of eight grave lots only.
4. Monuments or markers must have a 4" cement border.
5. All markers on the west half of an eight grave lot will be installed at the west end of the grave and face east. Markers on the east half of the lot will be installed at the east end of the grave and face west.

Block 600—601 (Cremain Section)

1. Cremains only—Two are allowed.

2. Markers 24" x 12", 8" high or smaller are allowed.

Block 602 - 615, 289 - 302, 620-628, 631-633 & elsewhere in the Oaks

1. No marker over 26" high or 16" wide including the base.
2. No single marker over 36" long.
3. No double marker over 72" long.

Block 616— 619 and 629—630 (Eight grave lots)

1. Monuments only in the middle of eight grave lots.
2. Monuments not over 4' high or 18" wide including the base.
3. No marker over 12" high (Double markers are allowed).

Children's Area (Block 238 & 335)

1. One size only (16" x 8")
2. No higher than 8".
3. Must be on the west end facing east.

Block 405—407 (Two to Four Grave Lots)

1. Headstones or single markers in two sizes only (20x10 or 24x12 not over 8" high).
2. Double markers are allowed.
3. No marker should be over 8" high.
4. All foundations will be the full width of the grave and be 20" east to west.
5. Markers must be on the west end facing the east.

Block 501—520 (Memorial Gardens)

1. Bronze markers only. Maximum size for one grave is 24" long by 14" wide. Maximum size for a double grave is 42" long by 14" wide.
2. Only one decoration is allowed per grave.
3. Concrete foundations with 3" borders are required.

VETERAN'S SECTION

The Veteran's Section at Oak Hill Cemetery is owned by the Janesville Patriotic Society. Burial arrangements are made through the respective funeral home. Individuals are responsible for opening and closing costs payable to Oak Hill Cemetery.

