

FOREST HILL CEMETERY

Rules & Regulations

Adopted by the Board of Park Commissioners on _____

Forest Hill Cemetery and Mausoleum are owned and operated by the City of Madison. In accordance with Wis. Stat. Sec. 157.11 and Section 8.11 of the Madison General Ordinances, the management and care of the Cemetery has been delegated to the Board of Park Commissioners. It is our goal to ensure effective management, proper maintenance and to prevent abuse and destruction of the Cemetery.

In addition to the ordinance and statutes, the following rules and regulations are set forth to govern Forest Hill Cemetery and Mausoleum. The City reserves the right to amend or change any of these rules or regulations without notice to conform with newly developed cemetery and mausoleum practices or changes in State or local law. The City of Madison assumes no responsibility or liability for objects and/or plantings placed on Cemetery property.

SALE OF LOTS

Unless prohibited by state law, Cemetery lots are sold with the understanding and agreement that:

1. Title, when transferred by deed from the City of Madison, vests in the grantees and his/her heirs the right to use the lot for human burial purposes only.
2. All lots are sold with maintenance and care.
3. Sale or transfer of title to a lot by the owner of record must be recorded with Cemetery management.
4. The burial rights in an unoccupied lot or part of a lot, and hence the title to a lot, is not a merchantable item and may only be sold or transferred by the owner of record in accordance with No. 3 above or to the City of Madison. If transferred to the City of Madison, the owner will receive the original purchase price of the lot or a proportionate share of the original purchase price if a portion of the lot is occupied or is being retained by the owner of record.
5. All lots must be paid for at the time of sale by the purchaser, or by the funeral home if sale is at time of need.
6. A deed will be issued for all lots sold in the Cemetery.

INTERMENTS

Lots in the Cemetery may be used only for the interment of human remains, as a location for an approved memorial, and for the planting of annual and perennial plants as allowed under these rules and regulations. Interments on any lot shall not exceed the original intent or design of the lot.

A grave space in the Cemetery shall be an area not less than three and one-half feet in width and nine feet in length. Each grave space may be occupied by the remains of only one individual with the following exceptions:

1. Mother or father and infant using the same container
2. Two infants in one grave space
3. Cremated remains

Cremation lots shall be four feet square. Each lot may be occupied by as many as four standard size urns (6" x 6" x 6").

The records of sections, lots, and graves as recorded in the Cemetery office shall be considered valid and graves so reported shall not be changed nor disturbed except by complying with disinterment procedures.

Burial in the Cemetery is permitted only upon approval by Cemetery management of an application for interment. Application for interment shall include the following:

1. A permit for burial issued by a person authorized to issue burial permits, as provided in Section 69.18 of the Wisconsin Statutes.
2. The name and address of the person authorizing the interment.
3. The section number, the lot number and the grave space in which interment is to be made.

The City of Madison is not responsible for any errors attributable to the transmission of orders by telephone, or from the lack of precise or complete instructions. The City of Madison shall not be held liable for accepting an application for interment if the application includes erroneous or illegal information or authorization. Cemetery management may refuse to honor an application if there is doubt as to the correctness and validity of the application.

Cemetery management will determine and locate the grave space upon any lot. The selection and opening of a grave may be made at management's own discretion when proper instructions as to location are not given or when such procedure is necessary in order that a funeral will not be delayed. The Cemetery requires a minimum of eight working hours to ensure a given grave will be ready for services at a given time.

All interments in the Cemetery must be made in concrete, bronze, copper, or stainless steel vaults (cremated remains excepted). The design and specifications for vaults shall be subject to approval by Cemetery management before installation.

Service charges for all work performed by Cemetery staff are to be in accord with the schedule of charges and fees available at the Cemetery office and must be paid in advance. All overtime charges will be charged to the funeral home.

Due to the size and complexity of the Cemetery, all funeral processions will be escorted by Cemetery personnel. All graves will be closed by Cemetery personnel on the day of the services. Weekend and holiday burials are permitted only upon approval of Cemetery management and will be scheduled prior to 12:00 noon unless extenuating circumstances exist.

FOREST HILL MAUSOLEUM

Mausoleum sales will be made by completion of a Memorial Purchase Agreement. All crypts and niches are sold with perpetual care. All crypts and niches must be paid for at the time of sale by the purchaser. Purchasers of inside crypts and niches will be issued a key for access to the building.

All human remains must be embalmed before entombment can take place. All caskets must be approved by Cemetery management to meet size specifications.

All mausoleum crypt and niche sales include use of chapel area for committal services held during regular business hours.

Marble front niches will be sold with a specific urn and niche plate. Any substitute urn must be preapproved by Cemetery management; no credit will be applied to niche price for use of substitute urn.

All crypts sold include lettering up to 25 characters. Orders over 25 characters will be charged at a per letter rate.

Absolutely no live flowers or plants are allowed inside the mausoleum, and any found in violation will be removed after 24 hours and discarded. The City of Madison accepts no responsibility to save or replace any such removed articles.

DISINTERMENTS

All disinterments and necessary permits are to be arranged through a Wisconsin licensed funeral director.

MEMORIALS

All memorials shall be constructed of natural stone or bronze. All stone shall be of highest quality, first grade, clear stone finished with exceptionally high quality workmanship.

Placement of all memorials and installation of all foundations on any given lot are subject to approval by Cemetery management. The design and specifications of each memorial shall be submitted to Cemetery management for approval before construction of the memorial is started. Foundation order forms are available at the Cemetery office.

Grave markers, whether marking a single grave or a group of interred urns, shall be a minimum of 16 inches long, 8 inches wide and 4 inches thick, as measured from the pitch or cut line. Markers shall not exceed 50% of the lot width in length, 12 inches in width and 26 inches in height; any memorials that exceed the marker limitations will be considered a monument. A

monument shall not exceed 50% of the lot width in length, 14 inches in width and an overall height of 60 inches. Monuments measuring 60 inches in height must be pinned at the base according to monument manufacturer industry standards. Benches, if desired, shall take the place of the monument and are subject to monument specifications.

Only one marker per grave space will be allowed. Monuments will be allowed on lots of three or more graves. If a monument is or will be placed on a lot, any markers on the lot shall be set flush to the ground except when duplicating existing markers.

Foundations will not be constructed for any memorial, nor will a memorial will be placed on a lot where no perpetual care fund has been established.

In addition to the aforementioned rules and regulations, the following shall apply to each respective area:

- Section 35, 41 and Soldier's Rest: All memorials in these sections shall duplicate and be of the same grade and quality of marble or granite as the existing memorials. Granite markers must be set flush to the ground.
- Section 39: All memorials in the first four rows from the Cemetery road shall be flush to the ground.
- Section 40: At no time will an upright memorial be placed in a flush row, but flush memorials may be placed in upright rows.
- Forest Rest in Sections 4 and 9: Only one marker per four foot square lot will be allowed. All markers shall be made of granite or bronze, set flush to the ground, and shall not be more than 30 inches in length and 12 inches in width.

GRAVE DECORATIONS

The purpose of the property is as a public cemetery, and as such it is meant to be a welcoming environment for all visitors and a place for solemnity, remembrance and reflection. Moreover, the City of Madison has long sought to preserve the Cemetery's original style and design as an example of the rural cemetery movement. The City's Parks Division is tasked with the daily maintenance and care of the Cemetery and seeks to ensure that these interests are protected. However, the City does understand that some individual grave decoration is desired, even though such grave decorations may not reflect the City's viewpoint and may impair or hinder the City's ability to adequately care for and maintain the Cemetery. These rules and regulations relating to grave decorations will allow the City to protect and advance its interests at the Cemetery, while allowing for some individual grave decorations at the Cemetery. Grave decorations that are not allowed under this policy will be removed by staff, stored for one month and can be claimed by contacting the Forest Hill Cemetery Office. The City of Madison assumes no responsibility or liability for any decorations placed on Cemetery property.

General Rules

- Bronze or stone vases are permitted when they are an original design element of a grave marker as follows:
 - Vases that are permanently affixed must be within the footprint of the marker.
 - Removable vases installed as an original element on a flush bronze grave marker must be turned upside-down after September 15
- Existing concrete planters may remain in place, but additional planters will not be permitted.

The following decorations are temporarily allowed following interment:

- Funeral floral arrangements may be left on graves at the conclusion of interment services. They will be removed after 2 weeks.
- Personal or decorative items placed on graves following interment services may remain in place for 2 weeks, unless they pose a health, safety, or maintenance hazard.
- Temporary grave markers furnished by the funeral home may be used to mark graves until stone or bronze grave markers can be installed.
 - Under normal conditions, temporary markers will be removed after 60 days.
 - For winter burials, temporary markers will be allowed to remain until ground conditions allow for installation of concrete footings.

The following decorations are permitted between May 15 and September 15:

- Natural or artificial flowers are permitted only in vases that meet the above criteria.
 - Flowers will be removed if they become wilted, soiled, weathered, or faded.
 - Arrangements which clamp onto grave markers are not permitted due to danger of damage to the stone.
- Cut flowers may be placed on graves at any time and will be removed when they become withered.

The following decorations are permitted between November 1 and March 1:

- Natural and artificial wreaths and arrangements
 - Wreaths and arrangements may be propped against markers or installed on wire wreath stands, but may not be hung from shepherds hooks.
 - Glass ornaments or lights of any kind are not allowed.

Planting Regulations

- Annual and perennial plantings are permitted around family monuments and individual grave markers as follows:

- The planting area must not exceed the boundaries of the lot(s).
 - Plantings must be placed next to and/or between the marker and the grave(s).
 - Annual and perennial plants will be cut to the ground in late summer or early fall to facilitate fall clean-up and leaf removal.
 - Dead or diseased plant material may be removed by staff as needed.
 - Water faucets are available for public use. Hoses are not permitted.
- No new or replacement plantings of shrubs or trees will be permitted. Cemetery staff may remove dead, diseased, or overgrown shrubs or trees, or plantings that impede on other gravesites.
 - Potted plants will be permitted on gravesites for a period of 7 days before and 7 days after Easter, Mother's Day, Memorial Day, and Father's Day. They must be placed on the ground and cannot be hung on a shepherds hook or other apparatus.

Gravesite Flags and Flagpoles

- Permissible Flags. The following flags are permissible for display at Forest Hill Cemetery:
 - The current flag of the United States of America;
 - Flags of the United States Armed Forces (Air Force, Army, Coast Guard, Marines, or Navy);
 - The Wisconsin State Flag;
 - The City of Madison Flag; and,
 - Recognized flags of current United Nations members (see <http://www.un.org/en/member-states/index.html>).
- Gravesite Flag Placement. Flags may be displayed on individual gravesites if they are a permissible flag listed above, are no larger than 8" x 12", and are placed at the front edge of the marker/monument, as close to the marker/monument as possible, either directly in the ground or placed in metal flag holders commemorating veterans, service branches, or wars.
- Gravesite Flag Maintenance. Gravesite flags should be maintained and well kept. Cemetery staff will remove and dispose of gravesite flags if they are not permissible flags, if the flags become broken, soiled, weathered, or faded, or if they are not placed in the correct location.
- Flagpoles. The large flagpoles near the Cemetery office, in Section 35, and in the triangle to the north of Section 35 are the property of the City of Madison. The City of Madison determines which flags will be flown on these flagpoles. Acceptable flags are the current United States Flag, the Wisconsin State Flag, and the City of Madison Flag. Other permissible flags may be flown with the prior consent of the Board of Parks Commissioners. The large flagpole and the flag in the Union Rest section are the property of Wood National Cemetery. Only the current flag of the United States may be flown on this flagpole. No other flagpoles will be permitted within the Cemetery.

Spring and Fall Cleanup

Forest Hill Cemetery is heavily wooded, and the spring and fall cleanup of leaves and branches requires considerable resources. To allow us to accomplish this task efficiently, all grave decorations will be removed from graves after March 1, and again after September 1, so that Cemetery staff may do a thorough cleanup. Decorations removed by staff will be stored and made available for pickup behind the mausoleum before May 1 and November 1, respectively. Unclaimed items will be discarded after these dates.