

## PREAMBLE

Ever since the Sacred Body of our Crucified Savior was reverently laid in the tomb, there to await the hour of its glorious Easter Resurrection, people have been most solicitous to surround, with an atmosphere of deep Christian faith and profound reverence, the burial of those who hope to rise with Christ.

Cemeteries, in our ecumenical age, continue to serve as witness of our faith in the existence of God and the resurrection of the dead. Thus, cemeteries are monuments to eternity.

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“Show me the manner in which a nation or community cares for its dead and I will measure with mathematical exactness the tender mercies of its people, their respect for the laws of the land, and their loyalty to high ideals”

- Gladstone -

## OFFICE HOURS

Monday through Friday.....9:00 a.m. to 5:00 p.m.

Saturday.....9:00 a.m. to 12:00 noon

Sunday.....CLOSED

Resurrection Memorial Cemetery and its office are located at 7801 Northwest Expressway, Oklahoma City, Oklahoma.

Fairlawn Cemetery is located at 2700 North Shartel, Oklahoma City, Oklahoma but the office is located at Resurrection Memorial Cemetery.

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Resurrection Memorial Cemetery and the Catholic section of Fairlawn Cemetery are operated under the auspices of the Roman Catholic Archdiocese of Oklahoma City.

Resurrection Memorial Cemetery is operated as a perpetual care cemetery. A perpetual care fund for maintenance of the cemetery has been established in conformity with the laws of the State of Oklahoma.

*Revised edition January 22, 2019*

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## **DEFINITIONS**

The term “Executive Director” shall mean the person or persons duly appointed by the Archbishop of the Roman Catholic Archdiocese of Oklahoma City for the purpose of conducting and administrating the cemeteries owned by the Archdiocese.

The term “management” shall mean the cemetery Executive Director or office personnel.

The term “grave” shall mean a space of ground in the cemetery used, or intended to be used, for the burial of human remains.

The term “lot” applies to a plot of land containing twelve (12) grave spaces.

The term “space” refers to a single grave.

The term “interment” is defined as either ground burial or mausoleum entombment.

The term “inurnment” is defined as ground burial or the placement of cremated remains within a niche.

The term “mausoleum entombment” refers to interment of human remains in a mausoleum crypt.

The term “memorial” or “marker” shall mean a bronze memorial to be set flush on a granite base.

The term “mausoleum” refers to a permanent structure or building containing crypts for the entombment of human remains.

The term “crypt” means a chamber in a wall or floor of a mausoleum.

The term “niche” shall mean a space in a columbarium in which the urn containing the cremated remains is placed.

The term “monobar” refers to the nameplate and dates attached to the crypt fronts of Garden Mausoleums 1, 2 and 3.

The term “crypt lettering” refers to the name and dates that are attached to the crypt fronts of Our Lady of Sorrows Mausoleum

The term “niche plate” refers to the nameplate attached to the facing of a niche.

# **RULES AND REGULATIONS**

## **ADMISSION TO CEMETERY**

The Executive Director or his representative reserves the right to refuse admission to the cemetery and to refuse the use of any of the cemetery's equipment or facilities at any time to any person or persons.

## **CEMETERY RETAINS TITLE IN PROPERTY**

When the sale of a cemetery space or lot is made, Resurrection Memorial Cemetery grants only an easement right of interment and withholds unto itself the ownership of the cemetery property.

## **PRE-NEED PURCHASING**

Many families select interment spaces in advance of need. By making this decision before the need arises, people find peace of mind and financial protection. A decision made before need, brings about choices which are made in a more careful and thoughtful manner; therefore, assisting family in their overall financial planning. Many choices are available.

Those wishing to purchase interment rights for a cemetery space or lot may do so by calling the cemetery office.

Should the space or lot purchaser fail to carry out the terms of the purchase agreement, the Executive Director may declare the agreement cancelled and all **rights of the purchaser in and to the space or lot forfeited.**

## **CHARGES AT TIME OF NEED**

An interment space, crypt or niche must be paid for at the time of need. If a family wishes to purchase additional spaces, these may be paid for in installments.

Opening and closing **MUST** be paid prior to service. The management reserves the right to collect from the family or responsible party.

No memorial, monobar, crypt lettering or niche plate will be placed until all relevant billings are paid, meaning the memorial itself as well as opening and closing charges.

## **FUNERAL AND INTERMENT ARRANGEMENTS**

Those wishing to make arrangements for a funeral or an interment must call the cemetery office as soon as possible – no less than twenty four (24) working hours before interment is to take place.

The cemetery shall not be held responsible for any order given by telephone nor for any mistake occurring from lack of precise and proper instructions as to the particular location of a space where interment is desired.

An extra charge will be levied for an interment scheduled after regular interment hours. These hours are on file with the cemetery office.

No interments or inurnments will take place on Sundays, New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving or Christmas Day.

An approved grave liner is required for interments and ground cremations. A list of approved liners is on file at the cemetery office.

## INTERMENT INFORMATION

Once a funeral procession has entered the cemetery, it shall be under the exclusive charge and sole direction of the Executive Director and the management team.

Funerals shall not be admitted to the cemetery when they are escorted or accompanied by regalia or banners of societies, organizations or lodges, membership in which is banned to Roman Catholics by Ecclesiastical law. Certain fraternal or lodge services, not otherwise forbidden by Roman Catholic Church Law, may be permitted by the Executive Director, provided specific permission is obtained a reasonable period in advance.

The cemetery shall not be liable for any harm arising from any delay in the interment of a body where a protest to the interment has been made or where the rules and regulations have not been complied with or where these rules and regulations shall forbid such interment. Further, the management reserves the right, under such circumstances, to place the remains in a receiving vault until full rights have been determined. Any protest must be in writing and filed in the cemetery office.

The cemetery reserves, and shall have, the right to correct any errors that may be made by the cemetery in making either interments, disinterments, or removals, or in the description, transfer or conveyance of any interment property. This may be done by cancelling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as possible or as may be selected by the cemetery or in the sole discretion of the cemetery by refunding the amount of money paid on the account of said purchase. In the event such error shall involve the interment of the remains of any person in such property, the cemetery reserves and shall have 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. There shall be no liability against the cemetery for any remedy other than the correction of the error.

The cemetery shall not be liable for obtaining the interment permit or for establishing the identity of the person to be interred.

No disinterment of casketed or cremated remains shall be allowed until proper authorization is obtained. A state issued disinterment permit AND signatures from all owners or legal heirs to that space will be required. Once these requirements are met it will need to be reviewed by the Executive Director before scheduled. The management shall exercise due care in making a disinterment and removal, but it shall assume no liability for damage to any casket or burial case. The Executive Director, under his supervision, reserves the right to contract disinterment work.

The management shall have the right to designate the hour and the manner in which interment, disinterment and removal will be permitted. All interments, disinterments and removals shall be subject to the payment of such charges as shall be fixed by the Executive Director.

All interments and removals shall be subject also to the orders and laws of the properly constituted authorities of the city, county and state.

## **INTERMENT - RESURRECTION CHAPEL SERVICES**

The interment service, held in the Resurrection Cemetery chapel is one of family choice and must be reserved on a “first come, first served” basis. All other interments shall be planned for graveside.

After these services are completed, if the family of the deceased has previously requested that the remains be brought to the graveside, the funeral director will remove the casket from the chapel and place it on the lowering device. No additional service will be conducted at the gravesite unless previously requested, with payment made to the cemetery for the additional

fees. There is not a charge for use of the chapel, provided that the family is indeed a lot owner.

If the family of the deceased has previously requested that the remains be left in the Interment Chapel then the funeral director or cemetery representative in charge will be responsible for conducting the burial. This burial will be conducted respectfully and prayerfully.

## **MASS - OUR LADY OF SORROWS CHAPEL**

Our Lady of Sorrows Chapel will be available to only Our Lady of Sorrows crypt or niche owners for the celebration of the Mass of Christian Burial. The mass can only be celebrated by an ordained priest from the Archdiocese of Oklahoma City. If a visiting priest from outside of the Archdiocese wants to celebrate Mass it has to be approved by the Archdiocese of Oklahoma City prior to the service.

After the mass has concluded this would be the end of the services. If the family of the deceased has previously requested that they be present for the placement of the remains in the crypt or niche the funeral director or member of the cemetery management team will move the casket or urn in place usually in front of owned property. We will proceed with the placement ONLY after family is aware of the situation.

The cemetery shall not be liable for any harm to anyone arising from the entombment of any casket into a crypt.

Resurrection Memorial Cemetery has a policy in regard to both of the chapels. Per the Archdiocese of Oklahoma City and in keeping with the sacred presence of our chapel, there are to be NO video recordings or DVD showings within either chapel. There are no drinks or food to be consumed or served within either chapel.

## **GRAVESIDE SERVICES**

If a family requests a graveside service which consists of a tent set-up, there will be no chapel services.

## **SERVICE CHARGES AND PAYMENTS**

The Executive Director and management team shall have the right to fix a charge and time of payment for each interment, disinterment, removal, transfer or return of a space or lot, and for the performance of any other service rendered by the management. All work in connection with such service shall be subject to the determination and supervision of the management.

A complete list of prices for services offered by Resurrection Memorial Cemetery is on file at the cemetery office.

## **MEMORIALS AND THEIR REGULATIONS**

Only bronze memorials or markers shall be allowed. Size of memorial must be approved by the Executive Director and management team. Vase must be within rectangle of memorial when vase assembly is used. All memorials must be set level with the ground and these must be located in a uniform manner with adjoining spaces or as prescribed by the cemetery. Only one (1) marker may be placed at each grave. The double-size or companion memorial may be used for two (2) adjoining spaces. Location of the marker shall be determined by the Executive Director and management team and it must be set and maintained so that the top of the marker is flush with the surrounding ground. The cemetery reserves the right to prohibit the installation of, and to require the removal of, any memorial or marker or other work that may be considered by the cemetery as inappropriate either in material, design, workmanship, size or location, or which might interfere with the general view or effect.

## **OUTSIDE MEMORIAL DEALERS**

Memorial dealers shall abide by all the rules and regulations of the cemetery. Memorials will not be accepted from any memorial dealer until the proper forms have been obtained from the cemetery office.

1. Maintenance and setting fees must be collected by the dealer and paid to Resurrection Memorial Cemetery before any installations commence.
2. The cemetery will establish specifications for granite foundations.
3. Granite color shall be Moonlight Gray or Rockville.
4. All concrete foundations must be completely covered by the bronze plaque.
5. The cemetery will schedule, upon reasonable notice, all installations taking into account weather and ground conditions, cemetery burial services, availability of ground personnel, etc.
6. The site for placing the marker will be surveyed by cemetery personnel and a charge assessed for same.
7. The cemetery may supervise the foundation and installation process and require that the same meet specifications upon inspection and prior to placement of memorial.
8. The cemetery may require removal of excavated dirt and clean-up of installation site.
9. The cemetery may charge a fee, based on its actual labor and resource costs, in connection with the third party memorial foundation services.
10. Only Resurrection Memorial Cemetery personnel shall install memorials, regardless of where they were purchased.

All bronze memorials shall be a bronze alloy that shall consist of:

Copper, not less than 87%

Tin, not less than 5%

Lead, not less than 2 ½%

Zinc, not less than 5%

All other elements in total not to exceed 1%

Once a memorial design has been approved by the Executive Director and the management team and has been cast, nothing may be attached to it without further approval from them. (i.e. medallions, portraits, statues, etc.). No paint or coloring matter may be used. This also applies to mausoleum crypt facings.

The management reserves, and shall have, the right to correct any error that may be made by employees or by any other person or persons in locating or placing a memorial in the cemetery.

## **OTHER RULES**

All the memorials in Babyland will be the same size and design (14" x 7" Angelic design by Matthews) with no exceptions. This is to keep Babyland uniform.

All memorials in the Garden of Holy Innocents will be the same size and design (17" x 10" Angel design by Coldspring) on 21" x 14" granite base with no exceptions. This is to keep the Garden of Holy Innocents uniform.

Mausoleum inscriptions appearing on the crypt facing will be of bronze and of approved design.

No lettering or ornamentations are to be attached on the crypt facing without approval from the Executive Director or the management team.

Only vases purchased from Resurrection Memorial Cemetery are permitted to be attached to the crypt facing.

There are NO vases allowed on either crypt or niche fronts in the interior of Our Lady of Sorrows Mausoleum.

There are only three names and dates and one vase allowed on each outdoor individual crypt. There is only one (1) niche plate and vase allowed on any one single outdoor niche.

In some rare instances and upon the approval of the Executive Director there may be more than three remains allowed in one crypt. If this is done, it is up to the Executive Director if there will be any memorialization of the crypt front.

## DECORATIONS, ORNAMENTS AND FLOWERS

The cemetery reserves the right to regulate the method of decorating spaces so that uniform beauty may be maintained. Any items not permitted on any space will be removed by the management.

Resurrection Memorial Cemetery, designed as a *park* cemetery, reserves the right to regulate the method of decorating spaces so that uniform beauty may be maintained.

The use of garden ornaments, wind chimes, statuary, plaques, vases, crockery jars and containers, wood or metal, etc., will not be permitted on any space. In keeping with the above cemetery policy, such articles **shall be removed** by the management.

Flowers are permitted in memorial vases at all times. A flag (not to exceed 24" in height) may also be placed in the memorial vase.

Flowers (artificial or live) or decorations are **not** permitted on the ground from February 1 to November 1, with the exception of special memorial holidays.

**NOTE: All ground decorations are picked up annually on February 1<sup>st</sup>, as well as one (1) week after the recognized**

**Memorial Day holiday. The one (1) week pick up policy is in effect for any recognized holiday.**

Planting on a grave space or the digging of turf is never permitted. No curbing, hedging, borders or enclosures of any kind shall be allowed around the gravesite. Management reserves the right to remove same if so erected, planted or placed.

In regard to mausoleum crypts and cremation niches, only the cemetery's regulation bronze vases or memorial photos or emblems of any kind may be placed on a crypt or niche front. These items must meet the approval of cemetery management.

***RESURRECTION MEMORIAL CEMETERY SHALL NOT BE LIABLE FOR THE LOSS OF FLORAL PIECES, FLAGS OR DECORATIONS WHICH HAVE BEEN PLACED ON GRAVE SITES, MAUSOLEUM CRYPT OR NICHES.***

## **INFORMATION ON LOT HOLDER'S RIGHTS**

The cemetery reserves the right to make an interment of any member of the immediate family of any one of several owners upon his written authorization and to refuse interment of any other person without the written consent of all those owners of the lot who are recorded as such on the books of the cemetery.

When a lot or interment space owner dies intestate or without a will, the heirs are recognized according to the laws of Oklahoma. When a lot or interment space owner dies, the heirs must file, with Resurrection Memorial Cemetery, proof of their ownership for the purpose of being recorded in its office.

Lot or interment space owners or purchasers shall have the right at any time to transfer his, her or their interest in lots or interment spaces in said cemetery, provided all indebtedness is paid thereon and all assignments shall be subject to all the terms of any purchase contract or agreement outstanding thereon and these rules and regulations. Further, Resurrection Memorial Cemetery shall not be bound by any such assignment until and

unless the same is presented to such cemetery at its office and recorded on its books.

All transfers of ownership in lots or interment spaces shall be subject to a charge to be fixed by the cemetery. This charge must be paid to the cemetery when the transfer is recorded on the books of the cemetery.

To keep the cemetery records current and to avoid delay at the time of need, all lot transfers must be drawn by the cemetery office.

The cemetery reserves a perpetual easement and right of ingress and egress over every space for the purpose of passage to and from other spaces and to perform necessary work and maintenance.

#### **NON-CEMETERY WORKER**

No workmen, other than employees of the management, will be permitted to work in the cemetery unless authorized by the Executive Director or the management team. However, lot and interment space holders may have certain work done in accordance with the cemetery rules and regulations, at their expense, upon application to the management; the prices are to be agreed upon before said work is done. The time for this work to be done will be scheduled by the Executive Director or grounds superintendent.

#### **EMPLOYEES**

Cemetery employees are not permitted to do any work for interment space or lot holders, except upon the order of the Executive Director or management team.

#### **LIABILITY**

The management disclaims all liability with regard to interments, graves, lots, memorials or mausoleums, also for damage from causes beyond its reasonable control, and especially

from damage by an act of God, the elements, insurrections, riots, order of any military or civil authority, thieves, vandals, strikes, explosions, unavoidable accidents, or any cause similar or dissimilar which is beyond control of the management, whether the damage be direct or collateral.

### **PERPETUAL CARE**

Perpetual care is to be understood as that care and maintenance of lots necessitated by natural growth and ordinary wear and includes: cleaning, planting, cutting, watering and care of lawns, trees and shrubs, the cleaning and maintenance of roadways and walks, provided there are sufficient cemetery funds for these purposes.

The term “perpetual care” shall in no case mean the maintenance, repair or replacement of any memorial placed or erected upon any lot; nor the planting of flowers or ornamental plants; nor the doing of any special or unusual work in the cemetery, including work caused by impoverishment of the soil or disruption of water supply or facilities; nor does it mean the reconstruction of any marker, granite, bronze or concrete work on any section or lot, or any portion or portions thereof in the cemetery, injured or damaged by any cause, direct or indirect, beyond the management’s reasonable control.

### **GRADING AND IMPROVEMENTS**

All grading, landscape work and improvements of any kind and all care of spaces shall be done, and all trees, shrubs and herbage of any kind shall be planted, trimmed, cut or removed solely by the management.

All improvements or alterations of lots in the cemetery shall be under the direction of and subject to the approval of the management; should they be made his or her written consent, said management reserves the right to remove or alter such changes or alterations at the expense of the interment space or lot holder.

## **CONDUCT IN CEMETERY**

Idling, loafing, loitering or any boisterous demonstration within the cemetery or any of its buildings is prohibited.

Throwing of rubbish on roads, driveways, walks or any part of the grounds or in the buildings is prohibited.

Picnicking or partaking of any refreshment by visitors within the cemetery is prohibited.

No one shall pluck flowers or break any branches or remove, injure or cut any tree, plant or shrub without specific permission of the management.

No one shall be permitted to sell flowers, plants or any other article or item, or to solicit the sale of any commodity whatsoever within the cemetery unless authorized by the management and under its direct supervision.

No signs, notices or advertising of any kind shall be allowed within the cemetery except those placed by the management.

The management reserves the right to forbid and prevent any assemblage which it deems improper.

## **GENERAL RULES**

The statement of any employee of the management shall not be binding upon the management except as such statement coincides with the document conveying the right of interment and these rules and regulations.

These rules and regulations shall apply to any grave, lot niche, memorial or mausoleum now in existence or which may hereafter be erected in the Archdiocese's cemeteries.

The Executive Director reserves the right, without notice, to make temporary exceptions, suspensions or modification in any of

these rules and regulations when, in his judgment, the same appear advisable; such temporary exception, suspension or modification shall in no way be considered as affecting the general application of such a rule.

In all matters not specifically covered by these rules and regulations, the Executive Director reserves the right to act in a way which in his judgment is reasonable with the circumstances, and such determination shall be binding upon the space or lot holder and all parties concerned.

The Executive Director reserves the right at any time or from time to time to change, amend, alter, rescind or add to these rules and regulations or any part thereof or to adopt any new rule or regulation with respect to said cemeteries or anything pertaining thereto.