



A place to remember. Forever.

Rules and Regulations

(As amended on January 9, 2025)



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Introduction

It is the purpose of this document to communicate with lot owners and the general public guidelines to ensure the best possible experience for all when visiting Greenwood Cemetery. Since the Cemetery's inception in 1875, the community, the Board and the employees have taken great pride in the beauty and the sanctity of the grounds. This is a beautiful park, but it is much more than that—it is the resting place of some of our most important family members and friends.

The purpose of our rules is not to frustrate family members, to annoy visitors or to make the crew's tasks easier. We make and enforce rules so that all are treated fairly and uniformly, to ensure the grounds are pleasant to the eye and a place of peaceful solitude.

From time to time rules change, mainly because times change. The old rules that spoke to problems with horses and carriages don't seem that important today. With in-ground irrigation for the entire developed cemetery we don't need the rules anymore that speak of the stock-watering tanks scattered around the cemetery. We try to change with the times and the needs of those times.

There is a lot here to read, and frankly, some of it is pretty boring. But as a Lot Owner or one who places flowers on a loved one's grave, you really need to be aware of the rules. We remove items on a regular basis that were placed by someone who 'just didn't know.'

If you have questions about any of the rules we would be pleased to explain them to you. Some of the rules are written in legalese but we have tried, as much as is practical, to write them so they make sense.

Planning For the Future

For those of you who own lots, you should consider how your lot will be passed down to future generations. Even if you only have two grave spaces for husband and wife, rules allow for one cremation to be buried on each one of the grave spaces. Do you want two more people buried with you? Do you want to specify who those two would be?

Years ago, it was common that mom and dad, grandma and grandpa and the kids lived on the farm, grew old and died there—and were buried on the family lot together. It is not that way in our time, with children scattered around the country. For parents with three children, in-laws and grandchildren it is hard to know how many grave spaces to purchase. Who will want to be buried on the lot with them? In technical terms, it is called "Rights of Succession" and is addressed later in this document, but is something that lot owners should think about. With divorces and subsequent re-marriages, with children and step-children, who do you want, or not want, to be buried on your lot with you?

We have experienced more questions in this regard in the last few years and need to make you aware that you should think through these issues. If your first husband dies and is buried on a four-grave lot, you remarry and then you pass away, who owns your cemetery lot? At the present time it would be your second husband rather than your children. He could bury his family on the lot with you rather than your family. Is this what you want?

It is also true that as time passes with more generations involved that there are more "successors" to the original Lot Owner. With more people involved there are divorces, adoptions, second marriages that can confuse the issue as to who really can, or should, be buried on the family lot.

It is impossible to paint a portrait of every scenario but you know your situation and how you would want your lot to pass to succeeding generations better than we do.

Proof of Ownership

Proving ownership of a lot is the family's responsibility and we cannot accept a request for a burial without proof that the person arranging for an interment or inurnment is the legal heir of the owner.

We do not have the capability to know who is "next in line" for the burial rights to a lot. It is the family's responsibility to contact us with changes to the succession of ownership. Waiting until the necessity of an interment forces a decision to be made is not wise.

Prearranged Burials

Think about pre-arranging your burial so your family knows what type of services were important to you. The Cemetery and a local funeral home will help you think through some of the choices that must be made. This is a free service that you can take advantage of to help you make choices you and your family will be comfortable with.

It is nice for couples to make these decisions together rather than leaving them all up to the remaining spouse. There are so many decisions that need to be made shortly after death—most of those can be taken care of by advance planning.

General Information



Cemetery Gates

The gates of the Cemetery open each morning at 7:00 AM. They close automatically each evening at a posted time which is as close to dusk as possible.

The gates are closed during the winter months when the roads are not entirely plowed or are very icy. There are more than three miles of paved roads and additional miles of unpaved road in the cemetery. We are not able to plow all of them. No one wants to inadvertently drive across the grave of another person—but it happens when the roads are not visible because of snow cover.

There is a gate at each office entrance for pedestrian traffic during daylight hours.



Dogs

We enjoy having dogs and their owners use the roads and parks of the cemetery. The cemetery is a relaxing place to walk and appreciate the beauty of Petoskey and Little Traverse Bay. We ask dog owners to obey the rules by keeping their pet on a leash and by picking up any messes made.

But we do have pet owners who refuse to believe that the rules are for them or for their pet. This is a problem. Would we ban all dogs because of the actions of a few? The answer is “yes, we might.” The Cemetery is primarily just that—a cemetery. It is a set-apart resting place for our dearest (human) friends and loved ones. The fact that our primary function and obedient dog owners can peacefully coexist is a benefit to us all, but when dog owners refuse to obey the rules we must choose to maintain the sanctity of the grounds and ban all dogs. It is up to you as a responsible dog owner to help us police this policy—or we all lose.



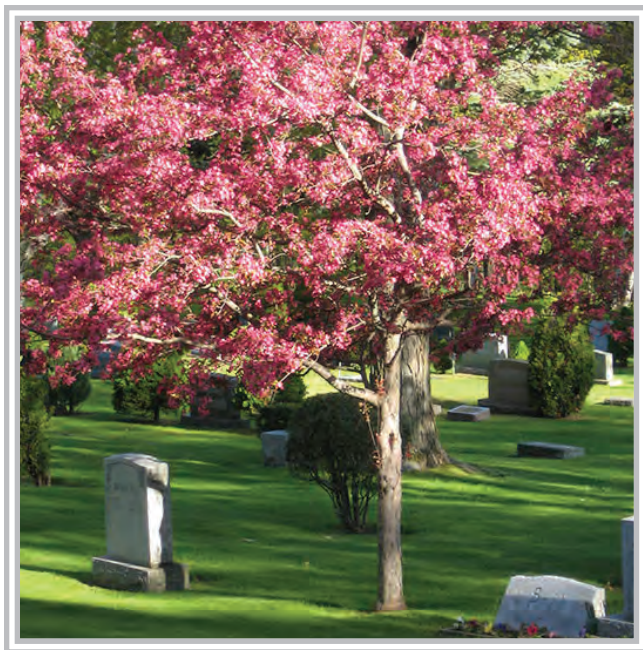
Veterans

Each veteran is entitled to a flag on their grave. The Cemetery takes care of the placing, replacing, or removal of the flag on the grave of veterans. It is current practice that the flag is purchased by the Emmet County Veteran's Affairs Office and the

Cemetery places the flag before Memorial Day and removes it, preferably after Labor Day or at such time as the majority of the flags in the Cemetery are in disrepair. The holder for the flag is supplied, installed, repaired or replaced by the Cemetery.

The Cemetery has great admiration for veterans and it is never our intention to dishonor anyone by not placing a flag or allowing a flag to go missing for a length of time, but we do require some proof in our records of the fact that the deceased was a veteran.

It is the family's responsibility to request a flag for a veteran who passed away after Memorial Day of that year.



Rules & Regulations

For the mutual protection of lot owners and the Cemetery as a whole, the following rules and regulations have been adopted by the GREENWOOD CEMETERY BOARD as the rules and regulations of GREENWOOD CEMETERY and all lot owners and visitors within the Cemetery and all lots 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 CEMETERY BOARD.

1. It is the duty of the Superintendent to see

that the rules and regulations and policies are complied with and it is his/her duty to see that the order is maintained and to protect and promote the best interests of the Cemetery. To that end, the Superintendent is authorized to make temporary additional rules which may be needed, from time to time, to meet emergencies which are not covered by these Rules and Regulations.

2. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Cemetery, therefore, reserves the right to make exceptions, suspensions or modifications of any of these Rules and Regulations when in the judgment of the Management such action appears necessary; and such temporary exception, suspension or modification shall in no way be construed as affecting the general application of such Rules and Regulations.

3. The instrument of these Rules and Regulations and any amendments thereto constitute the sole agreement between the Cemetery and the lot owner. The statement of any employee or agent, unless confirmed in writing by the Management, shall in no way bind the Cemetery.

4. The Management is hereby empowered to enforce all Rules and Regulations and to exclude from the Cemetery any person violating the same. The Management shall have charge of the grounds and buildings, including the conduct of funerals, traffic, employees, lot owners and visitors and at all times shall have supervision and control of all persons in the Cemetery.

5. It is the intent of the Cemetery that if any portion of these Rules and Regulations is ruled to be invalid or unconstitutional, such ruling shall not affect the validity of the remainder of the document.

6. All rules formerly adopted which are contrary to these Rules and Regulations are hereby repealed and declared to be no longer effective.

7. The Cemetery hereby expressly reserves the right to adopt additional Rules and Regulations or to amend, alter or repeal any rule, regulation, article, section, paragraph or sentence in these Rules and Regulations, at any time. Sufficient time will be given by the Cemetery for those affected by such changes to conform to the new standard.

8. Notice sent to the Lot Owner at the last address on file in the office of the Cemetery shall be considered sufficient and proper legal notification.

Definitions

- 1. CEMETERY.** Cemetery is hereby defined to include a burial park for interment of the human dead.
- 2. GRAVE SPACE.** A grave space is a space of sufficient size to accommodate one adult interment.
- 3. LOT.** A lot is a numbered division as shown on the record plat which consists of one or more grave spaces.
- 4. BLOCK.** A block is a numbered division on the record plat consisting of a group of lots.
- 5. SECTION.** A section is a division on the record plat consisting of a group of blocks.
- 6. PLAT.** The map and associated documents that shows the layout of Roads, Parks, Sections, Blocks and Lots.
- 7. INTERMENT.** An interment shall mean the permanent disposition of the remains of a deceased person by burial of the body or the cremated remains.
- 8. INURNMENT.** An inurnment shall mean the lawful disposition of the cremated remains of a deceased individual in a mausoleum or niche.
- 9. CREMAINS.** The cremated remains of a human body (i.e. Ashes).
- 10. OPENING/CLOSING.** The opening of a grave for an interment and the closing after the interment.
- 11. MEMORIAL.** A memorial shall include a monument, marker, headstone, private mausoleum or tomb for family or individual use.
- 12. MONUMENT.** Usually a central memorial designating a particular family lot.
- 13. MARKER.** A memorial for a particular individual.
- 14. COLUMBARIUM.** A columbarium is a structure used or intended to be used for the inurnment of cremated human remains.
- 15. PERSONAL COLUMBARIUM.** An above ground structure that serves as the memorial as well as serving for the inurnment of cremains.
- 16. NICHE.** A niche is a space in a columbarium for the disposition of cremated human remains.

17. MAUSOLEUM. A building used or intended to be used for the interment or inurnment of human remains.

18. LOT MARKER. Lot marker refers to any means used by the Cemetery to locate corners of a specific lot. This is also known as a “Corner Stake.”

19. CERTIFICATE OF OWNERSHIP. The certificate of ownership is the original conveyance given by the Cemetery to the original purchaser.

20. MANAGEMENT. Management shall mean the person or persons duly appointed by the Cemetery Board for the purpose of conducting and administering the Cemetery.

21. CEMETERY OFFICE. The Cemetery Office is the main office maintained at 105 Greenwood Street.



General Rules

- 1.** The gates of the Cemetery will be open as the Management deems best for the safety of the visitors and the Cemetery.
- 2.** Employees of the Cemetery, while on Cemetery time, are not permitted to do any work for the lot owners except upon order of the Superintendent but are required to be courteous to all visitors.
- 3.** All fees or charges for services are payable at the Cemetery Office as herein stated and patrons of the Cemetery are requested not to pay any fee or gratuity to any Cemetery employee.

4. Persons within the Cemetery shall use only the avenues, roads, walks and alleys, and no one is permitted to walk upon or across lots or lawns 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.

5. Vehicles must be kept under complete control at all times. Vehicles must not be left with the engine running and vehicle must be secured when the driver is not in his or her seat. The horn must not be sounded within the Cemetery.

6. Every person driving in the Cemetery shall be responsible for any damage done by the vehicle in the driver's charge.

7. The following things are prohibited:

- The driving of vehicles through the gates or in the Cemetery at speeds above 15 mile per hour.
- Driving any vehicle across or upon any grave, lot or lawn or parking or leaving the same thereon.
- Parking or leaving any vehicle on any road or driveway within the Cemetery at such location or in such position as to prevent any other vehicle from passing the same, and if so parked or left the Management will remove the same.

8. At no time will motorcycles with loud or no mufflers, snowmobiles or any similar type of vehicle be allowed to use the Cemetery for any reason.

9. It is of the utmost importance that there should be strict observance of the proprieties in the Cemetery. Hence, all persons within the Cemetery should avoid conduct unbecoming a sacred place. This includes:

- Peddling or soliciting the sale of any commodity within the Cemetery
- Placing of signs or notices or advertisements of any kind within the Cemetery
- Bringing firearms into the Cemetery except by a military escort accompanying a veteran's funeral or attending memorial services
- Children under 15 years of age are not permitted within the Cemetery, or its buildings, unless accompanied by proper persons to care for them.

10. Snowshoers, cross country skiers and persons just walking through the Cemetery should recognize the sanctity of the burial of the dead and treat the grounds accordingly. Those, who in the judgment of the Management, are not showing the proper respect will be asked to leave.

11. Any person on the grounds after dark may be considered a trespasser and treated accordingly.

12. No loud talking, music or other noise shall be permitted on the Cemetery grounds within hearing distance of funeral services. No person shall interrupt or disturb any funeral or memorial service.

13. Domestic animals shall not be allowed on the Cemetery grounds except on a leash or kept in the vehicle. Dogs will only be allowed on roads and not on lots. This provision shall not apply to dogs assisting handicapped persons.



Lots & Lot Owners

1. The right to enlarge, reduce, re-plat, or change the boundaries or grading of the Cemetery, or a section of sections, from time to time, including the right to modify or change the locations of or remove or regrade roads, drives, walks, or any part thereof is hereby reserved to the Cemetery.

2. The right to lay, maintain, and operate, or alter or change pipe lines or gutters for sprinkling systems, drainage, etcetera, is also expressly reserved to the Cemetery, as well as the right to use lots not sold to the individual lot owners for cemetery purposes, including interment of the dead, or for anything necessary, incidental or convenient thereto.

3. No easement or right of interment is granted to any lot owner in any road, drive, alley or walk within the Cemetery, but such road, drive, alley or walk may be used as a means of access to the Cemetery or buildings only as the Cemetery devotes it to that purpose.

4. 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.

5. Descriptions of lots will be in accordance with the Cemetery plat records which are kept on file in the Cemetery office.

6. The management will take all reasonable precautions to protect lot owners, and the burial rights of lot owners, within the Cemetery from loss or damage but the Cemetery disclaims all responsibility for loss or damage from causes beyond its reasonable control.

7. The purchase of a lot does not transfer ownership of a parcel of property but is the transferring of transfers the right of burial on the lot purchased from the Cemetery to the lot owner.

8. The Cemetery does not allow the ownership of burial rights to be sold by any lot owner. The lot may be returned to the Cemetery and the pro-rated purchase price will be refunded for any unused portion of the lot. In some sections of the Cemetery the entire lot must be returned, the Cemetery will not accept back a portion of the lot.

9. A lot owner may sell or transfer his or her space only to a relative by blood or marriage, any other transfer must be back to the Cemetery.

10. The Cemetery will purchase back any unimproved lot for the price originally paid or for \$50.00 per grave space, whichever is greater. For lots where the Owner desires to sell back only a portion of the lot, the portion of the lot returned must be resalable according to Rules and Regulations in effect at the time of return and the division of the lot must be in accordance with other such divisions in the same Block. The dollar amount returned will be subject to reduction for any costs involved in returning the lot to salable condition (i.e. removing monuments, foundations, shrubbery, flower beds, etc.)

11. The ownership of burial rights to any lot in the Cemetery passes to the heirs, representatives, or assigns of the original owner or owners as

stated on the certificate of ownership and subject to applicable Michigan Probate Law.

12. A Lot Owner may file a written designation with the Cemetery naming persons who may be interred or inurned on the lot or niche so owned and unless countermanded in writing, interments or inurnments will be permitted in accordance with such designation. In the absence of such designation interments or inurnments will be allowed in accordance with applicable Michigan State statutes or laws.

13. Lot Owners may exchange their lot for a different lot as follows less any costs for moving interments, markers, shrubbery, etc.:

- If the current charge for a grave space is the same in the block where the current lot is as the block where the desired lot is, there is no difference charged. The lot can be traded with no additional cost.
- If the current charge for a grave space is lesser in the block where the current lot is than the block where the desired lot is, the cost difference between what was originally paid and the cost of the new lot is owed.
- If the current charge for a grave space is greater in the block where the current lot is than the block where the desired lot is, either the Owner may choose more grave spaces (paying any additional cost over the credit allowed) or the Cemetery will refund the difference between the amount previously paid and the current value of the desired lot.
- A lot owner will be credited for the amount paid for the original lot, less any expenses such as bronze ribbons, etc., or any used grave spaces, or expense in moving burials or memorials. They then may purchase a new lot at the current rate.

14. Management may sell up to 25 grave spaces to one individual without Board approval.

15. Lot owners wishing to return lots with a value exceeding \$5,000.00 will be offered two options for payback:

- Option #1: The maximum that would be paid back for a lot in any one year is \$5,000.00 with installments paid on February 1 of the ensuing years not to exceed \$5,000.00 until the lot is paid back in full.

- Option #2: The lot would be purchased back in full immediately at 80% of the purchase price.

16. Before any burial is made in a lot, the lot must be paid for in full.

17. No lot shall be used for any other purpose than the burial of the human dead.

18. It is the duty of the lot owner to notify the Management of any change in their post office address.



Care of Lots

1. Some sections of the Cemetery have special rules. It is incumbent upon the Lot Owner to make sure that memorials, plantings and other items on their lot are planted in the correct location and in accordance with the Cemetery's rules.

2. The Cemetery will not be liable for any items left on the Cemetery lot or grave other than that damaged by the crew.

3. The general care of the Cemetery is assumed by the Management and includes the cutting of the grass at reasonable intervals, the raking and cleaning of the grounds, and the pruning of shrubs and trees that are owned by the Cemetery.

4. An endowment fund, called the Perpetual Care Fund, shall be established whereby the

Cemetery will hold and invest the principal sum deposited and use the annual income therefrom to help defray the cost of the general operation of the Cemetery.

5. Investment of endowment funds. The money received for Perpetual Care shall be held in trust and invested as provided by law. The Cemetery Board reserves the right, however, either to handle all investments itself, or to deposit said funds with any person, company, or corporation qualified to act as trustee for such funds.

6. Perpetual Care does not cover the maintenance, repair or replacement of foundations, monuments, markers, benches, mausoleums, personal columbariums shrubbery, plantings or any other personal items, including damage caused by weather, regular maintenance or vandalism. In the event of damage to a memorial the closest known relative will be informed at the address on file.

7. The general care assumed by the Cemetery shall in no case mean the maintenance, repair or replacement of any memorial, tomb or mausoleum placed or erected upon lots; nor the doing of any special or unusual work in the Cemetery.

8. Receptacles for waste material are located at convenient places. Hence, the throwing of rubbish on the drives and paths, or any part of the grounds, or in the buildings, is prohibited.

9. Arrangements may be made for special care on only those lots specifically designated by the Cemetery management. Funds may be provided by the establishment of an endowment under a special care agreement whereby the Cemetery will hold and invest the principal sum deposited by the lot owner and use the annual income therefrom to defray the cost of such special care.

- Special care provided by the establishment of an endowment, as above mentioned, shall be limited to the income received from the investment of the endowment fund, with no part of the principal being expended, anything herein stated to the contrary notwithstanding.
- Effective September 25, 2003, future Special Care Endowments are not allowed.



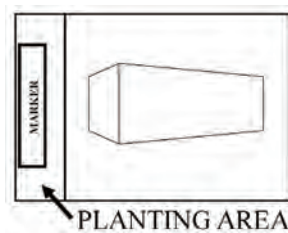
Plantings

- 1.** The Cemetery will undertake to maintain, as may be practical, the planting of trees and shrubs, to preserve and maintain landscape features, but does not undertake to maintain individual plantings, urns or plants.
- 2.** The Management shall not be responsible for any kinds of plantings damaged by the elements, thieves or by other causes beyond its control. For stolen or vandalized items we recommend you consult your homeowner's insurance policy.
- 3.** 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.
- 4.** The Management shall have the further authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind from the Cemetery as soon, as in the judgment of the Management, they become unsightly, dangerous, detrimental or diseased, or when they do not conform to the standard maintained. No responsibility for their return will be assumed.
- 5.** The Cemetery reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs, plants, or herbage of any kind unless the Management gives consent.
- 6.** Items such as gravel, rocks, crushed stone, granite chips, marble chips, or similar items will not be allowed.
- 7.** Flower beds shall be allowed on front and sides of markers only. They will not be allowed to extend to the back of the monument or marker unless special authorization from the Superintendent is received.

- 8.** Flowers must be in beds.
- 9.** If there is more than one marker on a single grave space at least one of the markers will be placed flush with the ground. No plantings of any kind will be allowed next to the flush marker. If the interred was a veteran and has a military flag holder the flag holder must be placed next to the upright marker or the marker that has the planting.
 - Flush markers in the marker row, which are the only marker for an individual, may have a veteran's flag holder and one flower pot. There is to be no in-ground plantings, shrubbery or statuary.
 - The marker row is to be determined by the Superintendent according to the accepted layout of the particular section. Existing non-conforming markers do not constitute a marker row.
 - A flush marker at the foot of the grave, which is the only marker for an individual may have no plantings, flower pots or veteran's flag holders. The flag holder must be placed at the head of the grave, in the marker row. The Superintendent may make exceptions for the flag holder if the exception is in the best interest of the Cemetery for maintenance purposes.

10. PLANTING AREA. The sections designated below have special planting areas. The planting area is reserved for monument, markers, flower beds, veteran's flagholders, and shrubbery. The width varies with the section (see below) and the length is the width of the lot. The area outside of the planting area is reserved for burials and flush markers.

Planting Area Width



- Blocks 151 and 200 Two Feet**
- Blocks 152 – 153..... Three Feet**
- Blocks 154 - 155..... Four Feet**
- Blocks 175 – 199..... Three Feet**
- Blocks 202 – 209..... Three Feet**

- 11.** Fencing of any type to enclose a lot, memorial, shrubbery, or a flower bed is not permitted.
- 12.** Beds of flowers will be limited to extend fourteen inches from the base of the monument or marker to the outside edge of the bed unless allowed or prohibited by specific rules for specific sections.
- 13.** Shrubs may be planted on the ends of the marker only.
- 14.** Flush markers are not allowed to have plantings of any kind, veteran's flag holders or flower pots on any side or end. Superintendent may make exception in certain circumstances at their discretion.
- 15.** Special plantings require permission from the Superintendent
- 16.** No elevated grave mounds will be allowed.
- 17.** Flower pots shall not be elevated nor be placed on wire frames and must be placed in line with marker or within the planting area.
- 18.** Flower pots must be made of bronze, plastic, concrete, steel, clay, copper, marble or granite. Pots made of other materials will be removed along with their contents.
- 19.** No more than two flower pots may be placed on a lot with no monument or markers.
- 20.** Permission must be obtained from the Management to remove sod or change the existing grade of the lot.
- 21.** Trees may be planted by the Cemetery only and shall be limited to the specie and location as chosen by the Superintendent. Special permission must be obtained to plant trees on an individual lot.
- 22.** Hedges will not be allowed. (Hedges planted before October 3, 2001 will be allowed to remain but may not be repaired or replaced.)
- 23.** Artificial flowers are not allowed.
- 24.** The placing of chairs, settees and similar articles, upon lots will not be permitted and if so placed the Management reserves the right to remove them.
- 25.** Urns not in use for one year will be removed by the Cemetery and if not claimed by the lot owner within one year will be discarded.
- 26.** No 'Remembrance Lights' nor any other lights may be placed on individual lots.
- 27.** Statuary must not exceed 6" in height or 6"

in diameter and must be placed within a flowerbed. Only two statuary items are permitted per lot. Birdbaths are considered statuary.

28. All statuary, small flower pots, wind chimes placed in the ground, personal items, trinkets, etc. that are loose on the lot or in a flower bed will be picked up and discarded by Cemetery personnel on or after October 1 of each year to allow for leaf cleanup. Persons wishing to save these items for future use must remove them before October 1 and items may not be placed back on the lot until after April 1 of the following year. The Cemetery will not save or store removed items.

29. Wreaths and grave blankets may be placed from December 1 to March 1 and may contain some ribbons and artificial items. Wreaths and grave blankets and associated items will be picked up and disposed of after March 1. Persons wishing to retain any of these items must remove them prior to March 1.

30. Only American flags will be allowed to be placed in the Cemetery and only on the graves of veterans. Exceptions are made for State, County or local police officers killed in the line of duty who then are entitled to a Michigan flag for the same duration as the veteran's flags. The Cemetery reserves the right to remove the flags as it deems necessary.



Interments

- 1.** The Cemetery will be open for interments daily except Sunday. Increased charges are in effect for Saturday or Holiday interments.
- 2.** Funerals may not be scheduled to enter the Cemetery prior to 8:00 AM nor to be scheduled later

than one hour prior to sunset as determined by the National Weather Service.

- 3.** No interment of any body, or the cremated remains of any body, other than that of a human being, shall be permitted in the Cemetery.
- 4.** Where immediate burial is required by the Laws of the State of Michigan or under the rules and regulations of the Board of Health, interments may be made on Sundays but an additional fee will be added to the regular interment charge. The additional fee shall be double the normal Saturday interment charge.
- 5.** The Cemetery will accept indigent burials in specific areas and will accept then current Family Independence Agency payments. Burials are subject to all Rules and Regulations.
- 6.** All burials must be accompanied by a burial/transit permit or, in the case of cremation, a certificate of cremation or a death certificate. Permits or death certificates must be presented to Cemetery personnel prior to interment or inurnment.
- 7.** The Cemetery will not be responsible for the interment permit nor the identity of the person sought to be interred.
- 8.** Green burials which do not meet these Rules and Regulations are not allowed.
- 9.** All funerals upon entering the Cemetery shall be under the charge of the Cemetery Management.
- 10.** 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 touch the body without the consent of the legal representative of the deceased or an order signed by a court of competent jurisdiction.
- 11.** Greenwood Cemetery does not require the body to be embalmed except as demanded by Michigan statute or law.
- 12.** The Cemetery Management and the employees of the Cemetery are the only persons who will be allowed to open graves with the following exceptions:
 - When the Cemetery is directed to make a disinterment by order of a court of competent jurisdiction and a certified copy of such order has been filed with the Management.
 - When the coroner directs the disinterment for the purpose of holding an inquest and has filed with the Management his signed authorization to



release the body to himself and his lawful agents. In such case the disinterment must be made by the coroner or his lawful agents. Cemetery employees will not be permitted to assist the coroner or his agents.

- 13.** All charges for interment or services in connection therewith, shall be paid to the Cemetery Management who will issue a receipt upon request.
- 14.** Arrangements for the payment of any and all indebtedness due to the Cemetery must be made before interment will be made on the lot where such indebtedness is outstanding.
- 15.** Each interment is charged separately for opening/closing costs except in the case of cremains being inurned in the same niche at the same time. They will be treated as one burial for cost purposes.
- 16.** For military veterans killed-in-action the Cemetery will provide one grave space and opening/closing at no charge. Lots available are in Blocks 187-195. Families may purchase adjoining grave spaces at standard charges.
- 17.** In order to maintain a high standard of care and to eliminate sunken graves caused by the collapse of wooden boxes, it is required that all burials be made in outside containers made of natural stone or of metal, or of reinforced concrete. All such containers must be so made and installed as to meet specifications established by the Management.
- 18.** A standard grave space allows a maximum width of a burial vault to be 40". Maximum length of a burial vault on a standard space is 96". Vaults requiring more room than this may require two or more grave spaces.
- 19.** Cremation vaults are required for all in-

ground cremation interments. Vaults must be constructed of cement, steel or ABS plastic. Top of vault must be 100 square inches or larger.

- 20.** Minimum casket requirements are a flat-bottomed container that can be closed and support the weight of the deceased as well as be lowered into the grave with standard cemetery equipment.
- 21.** No grave shall be placed in an irregular appearance with graves on the same or adjoining lots without the written approval of Management.
- 22.** No interment of two or more bodies shall be made in one grave except in the case of mother and child or two infants buried in one casket. In the case of cremation the Cemetery will allow two cremains per grave space or the combination of one cremation urn and one interment of a human body.
- 23.** Interments made in a mausoleum count as an interment towards the total number of burials that can be made on any one lot. Cremations interred in the memorial count as an interment towards the total number if interments made on any one lot.
- 24.** Double depth lawn crypts are not allowed.
- 25.** It is incumbent upon the person seeking to arrange for an interment or inurnment in a lot, niche or mausoleum to prove their right to burial therein.
- 26.** In joint ownership of a lot or niche, the first to die has the first right of burial within the lots owned by joint tenancy.
- 27.** All orders for interments in lots must be given in writing to the Cemetery Management. The Cemetery will not be responsible for any order given by telephone or for any mistake occurring from the want of precise and proper instructions as to the particular space, size of grave, and location in the lot where interment is desired.
- 28.** When instructions regarding the location of an interment space in a lot cannot be obtained, or are indefinite, or when, for any reason, the interment space cannot be opened where specified, Management may, in his their discretion, open it in such location in the lot as he deems best and proper, so as not to delay the funeral; and the Cemetery shall not be liable in damages for any error so made.
- 29.** The right is reserved by the Cemetery to insist upon at least two working days notice prior to any interment. (Working days include Monday through Saturday, not including Holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas))



- 30.** The Cemetery shall in no way be liable for any delay in the interment of a body where a protest to the interment has been made, or when the Rules and Regulations have not been complied with. Remains are the responsibility of the decedent's family, heirs, or executor until properly interred. The costs of any such temporary delay shall be born by party seeking interment. The Cemetery shall be under no duty to recognize any protests of interment unless they are in writing and filed in the Cemetery Office.
- 31.** The Cemetery reserves, and shall have, the right to correct any errors that may be made either in making interments, disinterments or removals, or the description, transfer or conveyance of any interment property, either by canceling 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 Management, by refunding the amount of the money paid on 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 other property of equal value and similar location as may be substituted and conveyed in lieu thereof.
- 32.** Lot owners shall not allow interments in their lots in return for remuneration of any kind.
- 33.** For all funerals not attended by a funeral director there is a \$200.00 "On Time Fee" required to be paid at the same time as the grave opening/closing fee. This to be refunded in full if the interment service begins within ten minutes of the scheduled time.

Disinterments

- 1.** 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.
- 2.** Disinterments are made only with the necessary documents as approved by the State of Michigan and with a licensed funeral director present.
- 3.** The right is reserved by the Cemetery to insist upon at least one week's notice prior to any disinterment or removal.
- 4.** Disinterment cost to remove an urn from a Columbarium will be the same as the interment cost.



Monuments & Markers

- 1.** Memorials of cement, artificial stone, composition, wood, tin or iron will not be permitted. Only those markers, monuments, memorials, mausoleums or tombs constructed of granite, marble or bronze will be permitted. Native boulders or field stone will not be permitted to be placed in the Cemetery unless Management deems necessary.
- 2.** So that all memorials be in good taste adding to the beauty of the Cemetery, the Management retains the right to reject any memorial which, on account of size, design or inscription, is unsuitable to the lot on which it is to be placed. Inscriptions shall be limited to:
 - Legal names or socially accepted nicknames;
 - Significant personal dates;
 - Emblems of organizations or institutions incorporated in or recognized by the federal or

Michigan governments;

- Suitable quotations from any nationally distributed book of quotations, poetry, or religious text;
 - Exceptions as approved in advance solely at the discretion of the Cemetery Board.
- 3.** The name of inscription on each monument, vault, or marker, must correspond with the name and record in the office of the Superintendent, and no changes shall be made thereon except upon request of the proper parties and by permission of the Cemetery.
 - 4.** To avoid the appearance of congestion, only one central or family monument should be placed on a family lot unless the lot is of size large enough to allow two family monuments. Such determination to be made by Management.
 - 5.** Monuments or markers may not exceed 66% of the width of the lot or grave space upon which they will be installed. Double markers may not exceed 66% of the width of the grave(s) upon which they are placed. There is no maximum height for memorials but height must be in proportion to width to allow for stability, safety and the provision for an adequate foundation. Extremely tall memorials may require a greater charge for the foundation than the normal foundation charges in effect at the time of installation.
 - 6.** Granite or marble benches are permitted only if they are installed on a foundation in the space reserved for a bench or a monument. Benches will be considered a monument and will be subject to all rules applying to monuments.
 - 7.** Monuments or markers will not be allowed on the graves of indigent burials unless Cemetery is reimbursed for the difference between the FIA payment and the standard charges in effect at the time of burial. The Cemetery will place a small temporary marker which remains the property of the Cemetery on the grave to identify the burial.
 - 8.** It shall be the responsibility of the individual or company selling the monument to contact the Cemetery, to assure the size of the lot will accommodate the foundation. Any variance from these Rules and Regulations must be given in writing by Management.
 - 9.** Should any monument, marker, mausoleum or tomb become unsightly, dilapidated, or a safety

hazard to visitors or Cemetery employees, the Cemetery retains the right at the expense of the lot owner to correct the condition or remove the same.

10. The Cemetery reserves the right to remove any memorial that has been installed improperly or does not meet the standards of these Rules and Regulations.

11. The Cemetery at its expense, may, without any liability, correct any error that may occur in the placing of a monument, marker, mausoleum, tomb or foundation. The Cemetery assumes no liability for monuments, markers, mausoleums, tombs or foundations placed by others.

12. Monument retailers and independent stone setters must set all memorials in conformity to Cemetery requirements and in accordance with Trade Standards of proper methods of handling and setting with non-staining material.

13. It is required that all memorials, monuments, markers, personal columbariums, mausoleums and benches have a concrete foundation of sufficient size and depth as determined by Management.

14. The Cemetery wishes to install all foundations itself to insure such are installed to Cemetery requirements. The Cemetery will, when it is determined by the management that due to improper installation or poor materials, re-level or replace any foundation installed by the Cemetery.

15. The Cemetery does not accept any responsibility for any foundations installed by persons or firms other than the Cemetery and may, if the foundation deteriorates, remove the foundation and memorial from the lot until said persons or firms or lot owner install, or pay the normal charges for the Cemetery to install, an acceptable foundation.

16. To avoid errors in installation of foundations the Cemetery requires a sketch be submitted to the Cemetery by the lot owner or monument retailer designating dimensions and inscription. The Cemetery does not assume any liability for any foundations installed by itself or others if such sketch is not submitted before installation.

17. Benches of granite material shall be allowed to be donated to Cemetery for placement by Management in areas which will provide for silent reverie and reflection. Such benches shall be near uniform in appearance and inscriptions shall have the prior approval of Management. No form or type

of advertising shall be allowed on benches.

18. Temporary markers, other than those placed by the Cemetery, will be removed within one year of burial.

19. Greenwood Cemetery will only accept deliveries of markers/monuments from full-service monument companies to avoid complaints arising from the acceptance of the delivery and potential damage during the setting process.



Mausoleums

1. Mausoleums or tombs may be constructed only in areas set aside by the Management for that purpose. Those wishing to build a mausoleum or tomb must, after purchasing an acceptable site, present the Management with plans, specifications and desired location on said site.

2. Those purchasing a mausoleum site must, before erection of the building, set up an endowment fund to be used for the maintenance of the mausoleum. This fund shall amount to ten percent of the purchase price of the mausoleum. This endowment fund to be in the possession of and controlled by the Cemetery Board of which only the interest may be used for the purpose of maintenance of the mausoleum.

3. The minimum size of a lot upon which a mausoleum may be erected shall be not less than four times the ground area to be occupied by the mausoleum. This lot must also meet the standards of the block in which it is located. (Mowing patterns and the ability to dig graves on adjoining lots must not be impeded.)

4. The Cemetery shall have the right to refuse to allow a mausoleum to be placed in any area of the Cemetery which in the opinion of the Management is improper or not in harmony with the surrounding area.

5. Upon completion of any mausoleum, one key to each lock or any tools or equipment necessary to open and close the mausoleum as necessary must be deposited in the Cemetery's office, to remain permanently in the custody of the Cemetery.

6. Any mausoleum which becomes unsightly or dangerous, through neglect by the Owner or lack of funds may be removed and the remains therein buried in the lot. The cost of removing the structure and burial of the remains shall be taken out of the mausoleum endowment fund and the balance returned to the persons entitled to the same.



Scattering Garden

1. The scattering of cremains is not allowed in the Cemetery except within the confines of the Scattering Garden.

2. Anyone can scatter in this Garden at any time the gates are open but it is preferred that Management be notified as to date and time.

3. The name and pertinent information of the deceased will be placed in the Cemetery records if Management is made aware of such information. There is no charge for this.

4. Granite tablets are available near the Scattering Garden for inscriptions of persons scattered in the Garden or as a memorial to someone scattered elsewhere. Lettering charges are established by the Cemetery Board.

5. Lettering on the tablet may consist of:

- Surname
- First and middle name or initial

- Maiden name as space allows
- Dates of Birth and Death
- Military service as space allows
- Additional inscription information is allowed but must have Cemetery approval.

6. If the inscription on the tablet is pre-need, the final date of death is required to be prepaid at time inscription is arranged for. This ensures completion of the final date when needed.

7. Inscriptions may only be provided by Cemetery. All other inscriptions will be removed and removal charges must be paid before arrangements for Cemetery to inscribe may be made.

8. Inscriptions on which a customer has made a mistake may be repaired through the Cemetery at the customer's expense.



Columbariums

The following rules do not apply to Personal Columbariums where one entire columbarium is owned by one person.

1. Initial name plaque or inscription will be provided by the Cemetery as part of the niche purchase price. All inscriptions will be of uniform size, design and lettering style.

- 2.** Lettering on niche doors will consist of:
- Surname
 - First and middle name or initial
 - Maiden name as space allows
 - Dates of birth and death (Year Only)
 - Military service as space allows

- Additional inscription information is allowed but must be paid by the Lot Owner or their designee and must have Cemetery approval.
- 3.** For pre-need niche purposes, the inscription will not be placed until a death has occurred and inurnment is made or is scheduled.
 - 4.** Name plaques and inscriptions may only be provided by Cemetery. All other plaques and inscriptions will be removed at Niche Owner's expense.
 - 5.** Name plaques or inscriptions on which a customer has made a mistake may be replaced through the Cemetery at the customer's expense.
 - 6.** Space on the niche door will not be provided for a veteran's plaque supplied by the Federal Government.
 - 7.** Columbarium niches are 10" high x 10" wide by 9.5" deep. Whether for one inurnment or two inurnments the total size of the urns cannot exceed the above measurements. It is the responsibility of the niche owner to provide the properly-sized cremation urn(s).
 - 8.** The niche remains the property of the Cemetery and the inurnment rights only are sold. Niches are subject to all Rules and Regulations of Greenwood Cemetery both now and any rules or regulations as may be enacted in the future.
 - 9.** No items of decoration of any type may be attached to, placed on, or placed in front of, the Columbarium. Items placed in violation of this rule will be removed immediately by Cemetery crew.
 - 10.** The Cemetery will buy back an unused niche or empty niche for the amount paid with a deduction for the cost of the bronze name plaque or inscription. It may be necessary to purchase a new niche cover, this to be deducted from the amount paid back to the niche owner.

Baby Section

Block 165, Lots 12, 13

- 1.** Flush markers only are allowed.
- 2.** No shrubbery or trees allowed except when planted by Cemetery at its discretion.
- 3.** Cemetery will supply one temporary grave marker that remains the property of the Cemetery.



Independent Contractors

- 1.** No person shall perform any work within the Cemetery except with the permission of and in accordance with the directions of the Management. Any person causing damage within the Cemetery shall be liable to the Cemetery for such damage. Any person performing work in the Cemetery without permission shall be liable to the Cemetery for the cost of restoring the Cemetery to the condition that it was in before the work was done.
- 2.** For the protection of all lot owners it is necessary to require anyone erecting, cleaning or repairing memorials to obtain a permit, and, in doing such work, comply with the reasonable directions of the Management. In order to receive a permit, sufficient drawings, photos, plans must be submitted for Management to know exact sizes, materials, and weight so proper placement may be determined. Engineered specifications may be required for certain structures. This information is necessary to ensure proper foundations are installed.
- 3.** The persons or firms requesting such permit may be required to furnish satisfactory evidence of their ability to properly perform the work proposed and furnish proof of Liability and Workman's Compensation Insurance. This must be received thirty days prior to work to be performed.
- 4.** All contractors within the Cemetery must first provide proof of general liability insurance to the Cemetery Management thirty days before performing work. If any company has an accident, damages any property, gets hurt, or hurts someone they shall be responsible.



5. Contractor must schedule work to be completed so Cemetery has time to complete any tasks necessary for efficient completion of the work at hand. For many tasks a cemetery employee will be on-site during the entire process.

6. For some work involving heavy or large equipment, a performance bond of 10% of the cost of the work to be performed or a minimum of \$1,000.00 must be deposited with Cemetery seven days prior to schedule for work to begin.

7. Persons engaged in erecting monuments, or other structures are prohibited from attaching ropes to monuments, trees and shrubs, or from scattering their material over adjoining lots, or from blocking avenues or pathways, or from leaving material on the grounds longer than is absolutely necessary. They must do as little injury to the grass, trees and shrubs as possible, and must remove all debris and restore the ground and sod to its original condition.

8. The Superintendent reserves the right to stop all work of any nature whenever, in their opinion, proper preparations have not been made, or when tools and machinery are insufficient or defective, or when work is being executed in such a manner as to threaten life or property, or when the monument dealer has been guilty of misrepresentation, or when any reasonable request on the part of the Superintendent is disregarded, or when work is not being executed according to specifications, or

when any person employed on the work violates any rules of the Cemetery.

9. Damage done to lots, walks, drives, trees shrubs or other property, by dealers or contractors, or their agents may be repaired by the Cemetery and the cost of such repair shall be charged to the dealer or contractor or to his principal.

10. No material machinery, or other thing for the construction of vaults, mausoleums, monuments, or other structures, or monuments themselves, may be brought into the Cemetery until required for immediate use; nor, under any circumstances, when a funeral is in progress; nor between Saturday and Monday morning; nor on a holiday; and no work shall be done during said time; nor shall said material be placed on lots adjoining the one on which such a structure is to be erected, without special permission from the Superintendent. Work shall proceed promptly until the erection of the memorial is completed subject to interruptions for funerals.

11. Work may be stopped or delayed if necessary to allow for funerals in near proximity to the work being done. Erection or construction equipment may have to be removed from the immediate area during this time.

The Greenwood Cemetery office is located at 105 Greenwood Street, Petoskey, Michigan 49770. If anyone has questions regarding these rules or implementation of them, call the office at 231-347-6531 or email info@gwood.us.