

CITY OF PADUCAH
OAK GROVE CEMETERY REGULATIONS AND GUIDELINES

It is the desire of the City of Paducah to make Oak Grove Cemetery a quiet, beautiful place for the deceased and visitors. While we encourage the use of decorations for loved ones; we must also provide the proper maintenance, safety, and care of the Cemetery. It is to this end that the following rules and regulations have been established.

VISITATION

The Cemetery is open to visitors every day. Visitors may park on the cemetery drive; however, parking is not permitted on the grass. Because thousands of people visit the cemetery each year, it is very difficult to control the activity of every visitor or to guarantee decorations from being damaged or lost.

GENERAL PROVISIONS

In order to secure the safety of visitors and staff and to prevent damage to maintenance equipment, visitors shall abide by the following regulations. All forms of decoration not specifically permitted will be removed. This includes trees, shrubs, plantings and groundcovers, all glass, crockery, Styrofoam, statuary, toys, cans, ornaments, benches, and similar items. Visitors are asked to arrange a schedule among them so that only one decoration is placed on each grave at a time. Flowers and decorations will be removed within the allotted time frame or when they become unsightly.

1. Artificial and fresh arrangements are permitted provided they are in a Cemetery-approved vase that is permanently mounted on the monument or memorial. Any floral arrangement not in an approved vase will be removed. Under no circumstances may vases of glass, porcelain, or similar substances be placed at a grave.
2. All floral decorations will be removed as soon as, in management's judgment, they become unsightly or diseased, or if they do not conform to the Cemetery policies, or when deemed necessary for the proper maintenance of the cemetery.
3. During the holiday periods listed below, temporary adornments will be allowed to stay on a grave one (1) week preceding the holiday and one (1) week after the holiday.
 - Easter; Mother's Day; Memorial Day; Father's Day; Independence Day; and Veteran's Day.
 - **EXCEPTIONS:** During the Christmas holiday, temporary adornments will be allowed to stay on a grave two (2) weeks preceding the holiday and two (2) weeks after the holiday since this is the only holiday that will not interfere with mowing season.
4. All new burials have a thirty-day (30) grace period for the purpose of facilitating the mourning process. All fresh floral decorations will be removed when they become unsightly or diseased, if they do not conform to the Cemetery policies, or when deemed necessary for the proper maintenance of the cemetery.

5. No personal landscaping, plantings, curbing, borders, benches, mulching or any decoration will be allowed.
6. Hangers, brackets, and other materials used for hanging plants or flowers shall not be used. Saddles on monuments are acceptable but not recommended because they may cause damage. The City is not responsible for damage caused by any of the fore mentioned.
7. Do not pick, pluck, or cut any flowers or decorative plants.
8. Vehicles may be operated on designated roads and parking areas only with the exception of deliveries in connection with cemetery work. The speed limit shall not exceed 5 mph.
9. All dogs, cats, or other animals must be confined inside a vehicle (except for service animals)
10. All rubbish, trash, or waste materials are to be disposed of in the trash receptacles provided throughout the cemetery.
11. Removal, defacing or destroying any headstone, monument marker, tomb, vault, mausoleum or decoration on any cemetery lot is strictly prohibited.
12. Disturbance of any grave or place of burial is strictly prohibited.
13. All children must be accompanied by an adult.

Pursuant to Ordinance Section 26-34 – Sale or Transfer of Cemetery Lot

1. *“The City Clerk of the City of Paducah shall be empowered to prepare and execute on behalf of the City of Paducah deeds conveying interest in cemetery lots in all cemeteries owned and operated by the City of Paducah, Kentucky. Deeds prepared by the City Clerk shall be effective upon the City Clerks signing said deeds on behalf of the city and without review or approval by the Office of the City Manager and the City Commission.”*
2. *“No person shall purchase, have, hold or own any lot or part of a lot in cemetery for the purpose of resale, speculation, or sale of single burial places, or sell or transfer any lot or part of a lot in the cemetery.”*
3. *“No person shall bury or suffer or permit any person to be buried on any lot or part of a lot in the cemetery owned or held by him/her, for a valuable consideration.”*
4. *“No owner of a lot in the cemetery, or any part thereof, shall sell or convey a burial space for any sum in excess of the amount paid therefore when the purchase was made from the city.”*

INTERMENT APPLICATION

1. All applications for burial shall be made through the Parks Services Department. The following guidelines must be followed so we can coordinate all the required activities associated with the interment.
 - Monday through Friday burials require at least two (2) working days notice prior to the interment.
 - Saturday and Sunday burials require at least three (3) working days prior to funeral and interment.
 - The City does not provide services on City observed holidays (New Year's Eve, New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4th, Labor Day, Thanksgiving, Day and day after Thanksgiving, Christmas Eve, and Christmas Day).
 - The City does not provide tents, chairs, or assistance for services and/or interments.
2. During periods when the ground is extremely wet or when the ground is frozen, bodies may be placed in receiving vaults until conditions allow for the burial. Parks Services will reschedule burial with funeral director when conditions are favorable for proper burial.
3. At the time of application for burial, precise instructions must be given regarding the particular space in the lot where interment is desired. The City will not be held responsible for any mistake occurring for instructions that were not properly given.
4. During a burial service, all work in the immediate vicinity by city/cemetery employees and contractors or others shall be discontinued.
5. A burial vault must be used in all under ground interments.
6. Cremains must be contained in a container for burial.
7. Two (2) cremains are allowed to be buried in each grave; one (1) at the head and one (1) at the foot.
8. Burial of all persons who have died of infectious/contagious diseases shall be conducted strictly in accordance with the regulations of the State or local Health Department.

DISINTERMENT OR REOPENING OF GRAVES

1. Federal and State laws require that proper authorization be obtained prior to disinterring and reintering a dead body. Such authorization is normally issued only to a licensed funeral director upon application to the State or local registration official. The next of kin, a court of law, or other authorized person may execute the

application. The authorization for disinterment and reinterment is handled in the same manner as an authorization for disposition.

2. Disinterment, removal or reopening of graves shall be conducted exactly the same as original burials, being made only upon a permit issued by the State or local Health Department, which shall direct the manner in which the work shall be done. City employees shall not be allowed and are strictly prohibited from assisting the disinterment.

MONUMENT, HEADSTONES, AND MARKERS

1. The monument firm must notify and get permission from the Parks Services Department prior to installing any monument, headstone, or marker.
2. All settings and/or erection of any monument, headstone, and marker must comply with City guidelines. Any installation not done in accordance with the following guidelines will be removed at the benefactor's expense.
 - All monument, headstones, and markers shall rest upon concrete foundations installed by a monument company, under the supervision of the cemetery sexton. The top of each foundation shall be set at or below ground level.
 - The concrete foundation shall be placed on solid ground not included in actual grave space except where the grave liner is of permanent type and of sufficient strength to support the weight of the foundation and memorial, and will not interfere with future grave openings.
 - All monuments and markers shall have level bottoms and be set upon the concrete foundations. The foundation shall be in proportion to the size and weight of such headstone or marker.
 - All monuments and markers shall be located within the lot lines of each space and shall not be placed in parking, roadways, or walks. Foundations shall be centered in the lot. A minimum of six inches (6") shall remain between the edge of the foundation and the front and sides of the lots.
 - Foundation for upright monuments shall be six inches (6") wider and longer than the base dimension of the monument to facilitate monument alignment. If existing conditions dictate a lesser depth, the foundation will be sixteen inches (16") to twenty-four inches (24") deep.
 - Monument height will be dictated by the majority of the surrounding monuments and as per grade as directed by the City.
 - Flush markers foundations shall have the same length and width dimensions as the flush marker. If existing conditions dictate a lesser depth, the foundation will be twelve inches (12") to eighteen inches (18") deep. All markers shall be set flush or below ground level.
3. Monuments, headstones, flush type markers, and inscriptions thereon shall face the nearest path or roadway and shall be placed on a line parallel to the path or roadway.

- 4. The City is not responsible for incorrect engravings on monuments or flush markers. The purchaser should check with their monument company to insure that the names on the monument or flush marker are correctly shown before the engraving is authorized or initiated.**
- 5. On single burial lots, one (1) monument of upright, headstone type may be put in place. Said monument or marker foundation should not exceed the width of the lot. A single flush type marker is also allowed.**
- 6. On lots consisting of two (2) burials spaces, only one (1) monument of the upright, headstone type may be put in place. The foundation of the monument or marker shall not exceed the width of two (2) lots. A single flush type marker is allowed for each burial space.**
- 7. The monument firm shall be held responsible for any damages and shall be subject to the direction and control of the Parks Services Director or his/her designee while on cemetery grounds.**