

GRACELAWN CEMETERY
INSTALLATION RULES FOR MARKERS AND MONUMENTS
Effective Date: April 1, 2013

Gracelawn Cemetery must approve all memorials, including markers, monuments and benches, prior to installation in order to preserve the nature, quality, appearance, consistency and beauty of the parks.

MARKERS WHICH ARE NOT APPROVED IN WRITING BY GRACELAWN WILL NOT BE ACCEPTED FOR INSTALLATION.

ALL MONUMENT COMPANIES SHOULD SEEK APPROVAL OF THE PROPOSED MEMORIAL PRIOR TO COMMENCING MANUFACTURE OR CREATION OF MEMORIALS.

All adult markers should be a minimum of 24" x 12" x 4" and baby markers should be 16" x 8"

I. Installation and Approval

A. Approval:

1. Monument Companies must submit a Notice of Authorized Installation form by facsimile to Gracelawn (Attached). All instructions on the form must be followed and submitted with the application prior to approval. The Memorial Guidelines below provide detail regarding Gracelawn rules regarding memorial characteristics.
2. All memorialization must be approved in writing by Gracelawn for size, material, layout and design for appropriateness within the proposed garden or section before order for placement is accepted. Gracelawn reserves its right to request additional information regarding the appearance of the proposed memorial prior to approval.
3. Once approved, an approval will be returned to the contact person at the Monument Company.
4. At least 24 hours prior to Installation, the Monument Company must submit a Notice of Delivery (Attached) by facsimile with a copy of the approval attached. Only if delivery cannot be accommodated at the requested time will Gracelawn contact the Monument Dealer.

5. Deliveries will only be accepted from 9:00 am to 4:00 pm on Monday through Friday, excluding holidays. Weekend delivery of memorials is not permitted.
Installation Fee MUST accompany ALL Memorials. Gracelawn no longer accepts pre-payments on installation fees or accepts delivery without payment.
6. Gracelawn does not approve memorials by phone or orally. Approval is only valid if on an approved and signed Notice of Authorized Installation form. Oral inquiries regarding guidelines do not constitute approval and are not binding.
7. Gracelawn must approve anything not specifically governed by these rules and guidelines.

B. Prevailing Rates

1. **Installation Charge for all Flush Markers is \$0.90 per sq. inch. A minimum of \$200.00**

Example: 24" x 12" = 288 Sq.Inches

X \$0.90 per sq. inch

Total charge \$ 259.20

Installation = \$0 .90/Sq. In

2. **Monuments and Benches Foundation Preparation Fee is \$1.10 per sq. inch of the matching foundation: Monuments and benches, in addition to their matching foundation stone, will require a concrete foundation to be laid prior to installation. Cemetery personnel will prepare all foundations for monuments and benches**

Example: 36" x 14" = 504 Sq. Inches

X \$1.10 cent per sq. inch

Total charge \$ 554.40

Installation = \$ 1.10/Sq. In

3. The delivering company must set any approved monument or bench. The delivering company will be solely responsible for damage to the memorial or bench during set up. **(Required: must provide a proof of certificate of insurance naming Gracelawn insured.)**

4. Companion Memorials and Benches installed on spaces that will require future removal and reinstallation at the time of the second interment are subject to an additional 50% installation and care charge in addition to standard prevailing rates.

II. Memorial Guidelines

- A. All markers must have the lot and grave numbers "V" cut $\frac{3}{4}$ in. height and $\frac{3}{16}$ in depth in the lower right hand corner of the face of the stone. The lot and grave numbers will be approved by Gracelawn and verified by the Monument Company as part of the approval procedure.
- B. Double interment sites require a 16" X 24" double interment memorial of granite and/or bronze on granite.
- C. 24" X 12" memorials with two names will not be accepted.
- D. All benches, monuments and bronze markers must have a matching granite base. Benches, monuments or bronze markers which are delivered without a matching base will not be accepted
- E. All flush type markers must have a flat top, flat bottom and sawed (straight) sides.
- F. Only natural granite is acceptable. Marble or manufactured granite will not be permitted. Granite Markers must be a single piece of granite and may not have additional material attached.
- G. Vases must be preapproved or the marker, monument or bench will not be accepted. Vases must be a part of the monument and are limited to those made of granite or bronze. Gracelawn will not be responsible for repair, replacement or maintenance on vases of any kind.

III. Authority

- A. The holder(s) of Interment Rights is the only party having the authority to have a memorial placed on his or her lot.
- B. All memorialization containing photographic depiction must have a Gracelawn Cemetery **WAIVER** signed and notarized by the next of kin/lot owner before delivery to cemetery. (Follow instructions on Notice of Authorized Installation Form and provide original at delivery.)

- C. Names to be placed on any memorial must conform exactly to that of the interment record on file.
- D. Removal/Replacement/Add Lettering of memorials will not be allowed without verified written consent from the person with authority must be given to any memorial dealer to remove a stone. This permission must be submitted to and approved by Gracelawn before the marker is removed. The marker is to be reset properly on its foundation by the monument dealer with notification given to the cemetery office upon its return. An administrative fee of \$ 25.00 will be charged for this service.

Gracelawn Cemetery reserves the right to amend, update, or otherwise change these guidelines without prior notice.

Thank you for your cooperation.

**Gracelawn Cemetery
Management**

AALIB:550593.1

GRACELAWN CEMETERY

MEMORIAL PURCHASE RELEASE AND HOLD HARMLESS (MUST BE NOTARIZED)

DATE: _____

I _____
LOT OWNER RELATIONSHIP TO DECEASED

I DO HEREBY RELINQUISH MY RIGHT TO MEMORIALIZE THE GRAVESITE OF :

DECEASED NAME SECTION LOT GRAVE

I AUTHORIZE _____ TO MEMORIALIZE THE ABOVE GRAVESITE.
PURCHASER

I DO FURTHER, RELEASE, INDEMNIFY AND HOLD HARMLES, GRACELAWN CEMETERY, ITS OFFICERS, DIRECTORS, AGENTS AND REPRESENTATIVES FROM ANY ACTION OR CLAIM KNOWN OR UNKNOWN RESULTING FROM MY CHOICE OR AUTHORITY OF MEMORIAL, DESIGN, ENDERMENT OR INSCRIPTION. IT IS AGREED THAT EACH OF THE ABOVE NAMED PARTIES IS RELEASED FROM ANY AND ALL CLAIMS, LIABILITIES, DEMANDS OR CAUSES OF ACTION OF ANY NATURE WHATSOEVER, T HAT MAY RISE NOW OR IN THE FUTURE AS A RESULT OF MY CHOICE OR AUTHORITY TO MEMORIALIZE THE ABOVE GRAVE SITE.

THE FOREGOING ACKNOWLEDGEMENTS AND AGREEMENTS ARE SUPPORTED BY ADEQUATE CONSIDERATION.

ACCEPTED AND AGREED TO ON THIS _____ DAY OF _____ 20 _____

SIGNATURE

RELATIONSHIP

NOTARY PUBLIC

5710 N SAGINAW STREET • FLINT, MI 48505
PHONE: (810) 789-5500 FAX: (810) 789-5646

GRACELAWN CEMETERY

PHOTO MEMORIALS DISCLAIMER FORM

THE UNDERSIGNED HEREBY ACKNOWLEDGE (S) AND AGREE (S) AS FOLLOWS:

1. THE UNDERSIGNED HAS/HAVE PROVIDED TO GRACELAWN CEMETRY A MEMORIAL FOR
PLACEMENT IN _____ CEMETERY ON SPACE _____ LOT _____
SECTION/GARDEN _____ IN WHICH ARE INTERRED THE REMAINS OF _____
2. THE MEMORIAL DOES CONFORM TO THE RULES AND REGULATIONS OF GRACELAWN CEMETERY, WITH THE EXCEPTION OF THE PICTURE OF THE DECEASED. DUE TO THE NEW TECHNOLOGY AND THE QUESTION OF DURABILITY OF THE PICTURE, GRACELAWN CEMETERY WILL NOT BE HELD RESPONSIBLE FOR THE PICTURE PORTION OF THE MEMORIAL.
3. IF THE FAMILY DESIRES A REPLACEMENT PHOTO IN THE FUTURE, IT WILL BE AT THE FAMILIES EXPENSE. PHOTO INSERTS MUST BE RECESSED IN THE MEMORIAL.
4. GRACELAWN CEMETERY, ITS OFFICERS, DIRECTORS, AGENTS AND REPRESENTATIVES SHALL NOT BE RESPONSIBLE FOR THE APPERANCE, CONDITION OR UNSIGHTLINESS OF THE PICTURE ON THE MEMORIAL NOW OR IN THE FUTURE; IT IS AGREED THAT EACH OF THE ABOVE NAMES PARTIES IS RELEASED FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS OR CAUSES OF ACTION OF ANY NATURE WHATSOEVER THAT THE UNDERSIGNED MAY AT ANY TIME HAVE OR CLAIM TO HAVE WITH RESPECT TO THE PICTURE ON THE MEMORIAL.
5. THE FOREGOING ACKNOWLEDGEMENTS AND AGREEMENTS ARE SUPPORTED BY ADEQUATE CONSIDERATION.

ACCEPTED AND AGREED TO ON THIS _____ DAY OF _____ 20 _____

SIGNATURE

RELATIONSHIP

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GRACELAWN CEMETERY

NOTICE OF DELIVERY

DATE: _____

MONUMENT COMPANY: _____

NAME ON MEMORIAL: _____

SECTION: _____

LOT: _____

GRAVE: _____

A duly approved notice of authorization attached. ☐ YES ☐ NO

If this delivery needs to be rescheduled or any problem contact the undersigned at the number provided below and delivery will be rescheduled.

SIGNED: _____

CONTACT PHONE NUMBER: _____

FAX NUMBER: _____

5710 N SAGINAW STREET • FLINT, MI 48505
PHONE: (810) 789-5500 FAX: (810) 789-5646

NOTICE OF AUTHORIZED INSTALLATION

MUST BE NOTARIZED AND FAXED TO THE CEMETERY FOR APPROVAL PRIOR TO DELIVERY. FORM MUST BE COMPLETED IN FULL.
(SKETCH)

IF ADDITIONAL INFORMATION IS NEEDED PLEASE ATTACH A SEPARATE SHEET

DATE: _____ EXPECTED DELIVERY DATE: _____
MONUMENT COMPANY: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____
NAME ON MEMORIAL _____ DATE OF DEATH: _____

CHECK ALL ITEMS	YES	NO
SINGLE MARKER		
DOUBLE MARKER		
COMPANION MARKER		
MONUMENT		
LEDGER		
BENCH		
FLAT TOP & BOTTOM		
DUPLICATE MARKER		
WAIVER (ATTACHED)		
PHOTO DISCLAIMER (ATTACHED)		
VASE (GRACELAWN IS NOT RESPONSIBLE FOR REPAIR OR REPLACEMENT)		

SIZE: _____ FOUNDATION SIZE (IF APPLICABLE): _____
SECTION: _____ LOT: _____ GRAVE: _____
AMOUNT PAID: _____ CHECK: _____

NOTE: THE CEMETERY IS NOT RESPONSIBLE FOR ACTS OF VANDALISM OR THEFT. I
HEREBY AUTHORIZE THE INSTALLATION OF THE ABOVE MENTIONED MARKER AT
GRACELAWN CEMETERY.

PURCHASER/INFORMANT (PRINT & SIGN) _____ DATE _____

MONUMENT DEALER (PRINT & SIGN) _____ DATE _____

THIS NOTICE WAS ACKNOWLEDGED BEFORE ME IN MY CITY/COUNTY AND STATE
AFORESAID THIS DAY OF _____

NOTARY PUBLIC _____ MY COMMISSION EXPIRES: _____

(FOR CEMETERY USE ONLY)
APPROVED AS SUBMITTED _____
MAKE NOTED CHANGES AS INDICATED _____

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