

**PORTAGE TOWNSHIP CEMETERY
(Christy Chapel, Dwelle, and Shook)
RULES & REGULATIONS**

The Portage Township cemeteries are operated under the Management of the Portage Township Board of Trustees.

All payment for cemetery purchases (graves, opening/closing fees, foundation fees, etc) must be paid in full at the time of purchase.

Cemetery hours are from dawn to dusk, any person found on the cemetery grounds, when the cemetery is closed and without permission, shall be considered a trespasser.

Cleanups are designated as follows: **Fall – the first full week of October**
Spring – the last full week of March

Any decorations remaining after the cleanup will be removed and disposed by the cemetery personnel. Decorations may be placed on the gravesite after 1 full week after the week of cleanup.

There will be no gatherings or parties allowed on the cemetery grounds, no loitering, no glass, no parking on the grass, no use of intoxicating beverages or mind-altering drugs within the limits of the cemetery grounds . Profanity or boisterous language, which disturbs the quiet and peaceful atmosphere of the cemetery, is prohibited. The general rules and regulations apply to any person or persons entering the cemetery grounds for any purpose including but not limited to persons owning burial rights, person visiting gravesites or attending ceremonies, and contractors performing work within the cemetery. All persons are reminded that the grounds are sacredly devoted to the burial of the dead and that the provisions and penalties of the law, as provided by statute, will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules and laws of Ohio.

Pets brought into the cemetery shall be kept on a leash and are permitted only on the roadway. The pet owner or handler shall pick up animal waste and dispose of it off-site.

Gravesites will be sold with the following options for each 4' x 10' site:

- 1 full casket with 1 headstone above ground or flush with ground
- 2 half caskets with 1 headstone above ground or 2 flush with ground
- 1 full casket and 1 cremation container with 1 headstone above ground and 1 flush with ground or 2 headstones flush with the ground
- 8 cremation containers with 1 headstone above ground or 8 flush with ground
- 4 cremation containers and 1 half casket with 1 headstone above ground or 5 flush with the ground

All burials by casket must be covered by a vault, and all cremations remains must be in a vessel of permanence (example: ceramic, concrete, or bronze urn/box) so that they may be located if relocation is required.

No headstone will be installed without a foundation. Headstone foundations will be made by the Township and billed at a rate of \$0.20 per square inch and will be billed to the headstone supplier. All headstones shall be made of a durable material. Headstones may be subject to approval of the Board of Portage Township Trustees, if a headstone or inscription or same is determined to be offensive, the owner may be required to remove it. Before placing the headstone, the monument company shall notify the Township Maintenance Department as to the size, so an appropriate foundation can be made. Payment

for the foundation must be received before the headstone can be placed. The foundation must stay within the boundaries of the plot, with the headstone not to exceed 60" x 24" (for a double headstone) 40" x 24" (for a single headstone) and 36" high per headstone.

The headstone marking the grave is to be placed on the grave no later than one (1) year from the burial date. The headstone shall be inscribed with the name of the deceased and the date of death. The headstone will be located on the west side of the grave site, with the inscription (name of deceased and date of death) on the east side of the headstone (readable when facing west).

The Township shall not be held responsible for any headstone or other device that may be broken, defaced, or destroyed. The Township will not be responsible for headstones, vases, etc., damaged as a result of vandalism, and/or theft, nor be responsible for decorations and flag holders left out by lot owners.

Toys, ornaments, metal designs, ceramic figurines, home-made markers, lighting, etc. are prohibited unless they are securely placed upon the headstone and do not interfere with the upkeep of the grave site by cemetery personnel. They shall be confined to the designated space for a single lot of 24" x 48" and 2' x 8' at the headstone area. Flowers must be removed when they fade and wither, and other decorations must be removed when they are worn, broken or shoddy, and the right is reserved by the Board to make such removal and the owner thereby forfeits all rights, title and interest to the same and the Board may dispose of them by any way it deems best.

Portage Township reserves the right to maintain all gravesites, including but not limited to filling settled areas and reseeding of same, mowing of the cemetery shall be restricted to cemetery personnel only. No person or persons not employed by the cemetery shall excavate any earth, lay or remove any sod, alter the grade of any lot within the cemetery either on or about their own gravesite or the gravesites of others, or plant, remove or trim any tree or shrub. No curbing or masonry of any description shall be placed or installed, nor shall any trees or shrubs of any kind be planted on any of the property herein granted, except by written consent of the Trustees, which consent is hereby reserved.

Sale of gravesites by owners is not permitted except by consent of the Township Trustees. Parties desiring to dispose of their gravesites may do so by transferring them to the Township Trustees at the price they paid for them. The owner of a gravesite may, during their lifetime, designate in writing to the Township Trustees the names of those members of their family (or near relatives) whom they wish to have interred upon their gravesite. Such writing will then be filed with the cemetery clerk.

As the deed to a gravesite conveys only the right of burial therein, the Township retains control and supervision of all gravesites which have been sold; and it shall be the duty of the maintenance department of the Township to enter upon any gravesite and prohibit, modify or remove any structure, object, improvement or adornment on such gravesite which may have been placed thereon in violation of the rules, or which may be considered objectionable or injurious to the gravesite or adjoining gravesites, or the general appearance of the cemetery. The Township is responsible for seeing that others comply with the rules and regulations and maintains, protects, and promotes the best interest of the cemeteries.

Violation Procedure: Existing violations of these rules will be tagged. Lot owners will be contacted and will have five (5) days to correct violation. Cemetery staff will correct any violations after 5 days.

These rules are subject to change without notice.

Adopted September 21, 2015, amended 7/2/2018, 8/21/2023