

Assumption Church

901 Rose Lane • Houston, TX 77037

St. Joseph Cemetery

Memorialists' Requirements and Fees

A Memorial Application with site location/record fee (\$125) must be completed and approved **Before starting** work on any upright monument, bench and lawn level marker installation. The application must be signed by the lot owner. All lettering and engraving is to be included on the rendering attached to the memorial application. Approval will be sent via fax within ten working days.

This will ensure that the Cemetery has the opportunity to verify these items:

1. The family has the memorial privilege that is specified on the Application.
2. The given location of interment is correct.
3. The design of the marker/monument meets our Cemetery standards.
4. The memorialist/contractor has a certificate of liability insurance coverage on file with the cemetery.

- Memorialists' are responsible for installation of the products they sell subject to Cemetery approval.
- Site location flags will be removed after 7 days.
- Memorial work on cemetery grounds must be completed during the hours of 8:30 a.m. to 3:00 p.m. Monday through Friday at Mount Olivet and 10:00 to 3:00 Monday through Friday at Calvary. NO memorialist should be on the grounds after hours without specific approval from the Cemetery Office.
- We require all monument companies to stop at the office for approval to begin work in the Cemetery, allow visual inspection of all markers and monuments delivered and supervision of all work performed.
- NO vehicles are allowed to drive off the cemetery roads at any time.
- Lawn Level markers must be a minimum of 4 inches thick.
- Upright monument size requirements: Base length up to 5 foot = Minimum Base depth 6", Minimum Die/tablet thickness 6"; Base length 5 to 10 foot = Minimum Base depth 8", Minimum Die/tablet thickness 8"
- All memorials with the total height of 3 ft. or more (including base) are required to be doweled.
- All vases and statues to be placed on an upright base must be doweled.

Effective July 1, 2006

ARCHDIOCESE OF GALVESTON-HOUSTON CATHOLIC CEMETERIES REGULATIONS

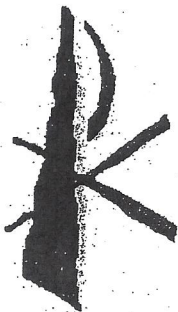
The Church encourages cemetery visitation and prayer and realizes that grave decorations are an important part of the healing process. The following regulations are in the best interest of all that the Archdiocese of Galveston-Houston Catholic Cemeteries will always be maintained in a manner befitting its Holy purpose.

These provisions are strictly enforced to ensure proper lawn maintenance, overall cemetery appearance and the safety of visitors and employees.

- Floral stands, wreaths, baskets and other tributes placed at the time of the interment or entombment will be left at the grave for several days after the committal service and disposed as appropriate.
- On lawn-level memorials one vase, that can be inverted into the ground, may be placed with the marker. Plantings, potted plants, easels, crosses or other decorations are not allowed. Samples of approved vases are on display in the office. Pictures are available on request.
- Families with an upright monument may place flowers in granite or marble vases attached to the monument base. Annual flowers may be planted in a 12-inch space directly in front of the monument.
- Holiday decorations of artificial and fresh flowers are allowed ten days before and after the holiday. Decorations not removed by the family will be discarded. Permitted holidays include Easter, Mother's Day, Father's Day, All Soul's Day, Thanksgiving Day and Christmas Day. Please notify the Cemetery office when placing decorations for special celebrations such as anniversaries and birthdays.
- The placement of vigil lights, candles, metal objects and ornaments, signs, benches, glass, ceramics, decorative stones, gravel, pavers, bricks and like items are not allowed. The placement of granite benches must be approved by the Cemetery.
- The Planting of trees, shrubs and flowers may be permitted on approval of the Cemetery. The care and maintenance of these plantings are the responsibility of the family. Any plantings that encroach on adjoining graves or become unsightly, diseased or damaged may be removed by the Cemetery.
- Memorials must be granite or bronze on granite and must be approved by the Cemetery before installation. We reserve the right to reject any design or wording that is not in keeping with the sacred character of the Cemetery. Memorials remain the property and responsibility of the family. The Cemetery is not liable for damage or loss.
- Mausoleum and Columbarium, photographs, souvenirs, wreaths, flags, adhesives, and other decorations will stain or damage crypt and niche fronts. Flowers and decorations will be removed as appropriate. Bronze inscriptions, vases, emblems, and photographic memorials placed on crypts and niches are by design a part of the mausoleum or columbarium. All crypt and niche memorials are restricted to those provided by the Cemetery.
- General rules. All Cemetery charges and fees must be paid in full before an interment, entombment may occur, or a memorial is installed. Alcoholic beverages, picnics and pets are inappropriate in the Cemetery.
- Maintenance and Repairs of markers, monuments and related items must be done by the Cemetery staff or a qualified memorial company or contractor and must be approved by the Cemetery before work begins. The Cemetery is not responsible for injuries incurred from attempting to lift or move stones.

Cemetery visiting hours are from dawn to dusk. Gate closing times are posted.

Office hours: 8:30 A.M. – 4:30 P.M. Monday thru Friday



CATHOLIC CEMETERIES

Ministry of the Archdiocese of Galveston-Houston

Authorization to Place Memorial

I / We hereby give permission, subject to the rules and regulations of the cemetery, to allow the following named person to place a memorial on the grave / crypt listed below.

Name _____

Address _____

In CEMETERY _____ SECTION _____ LOT _____ SPACE _____

I / We hereby release from all liability and hold harmless the Catholic Cemeteries from this authorization.

I / We hold exclusive right of interment to said grave space by virtue of being:

- ☐ Original Lot Holder of Record
- ☐ Spouse of Original Lot Holder, Now Deceased
- ☐ All Surviving Children of Original Lot Holder, Now Deceased
- ☐ Designated as Heir to Interment Rights, By Last Legal Will of Original Lot Holder, Now Deceased
- ☐ Original Lot Holder Donating Interment Rights of Space for My Use.

Lot / Crypt Owners

Name _____

Name _____

Address _____

Address _____

Phone #: _____

Phone #: _____

Owner Signature: _____

Notary: _____

Date: _____

Date: _____