



Santa Teresa Cemetery

912 Buschong Street, Houston, Texas 77039

Phone 281-987-3100 – Fax 281-987-3136

FACSIMILE TRANSMITTAL SHEET

TO: *Maile*

FROM: *Rosy*

FAX NUMBER: *877-334-2566*

DATE: *1/12/18*

RE:

TOTAL NO. OF PAGES
INCLUDING COVER: *4*

Santa Teresa Cemetery , Inc.

Morales Cemetery

GENERAL INFORMATION FOR OUTSIDE DEALERS

Feb 28, 2014

Marker Pre-Approval

All markers installed in Santa Teresa/Morales Cemetery must comply with the size, type, and quality specifications set forth in Santa Teresa/Morales Cemetery's Rules and Regulations. All outside dealers requesting to deliver and/or for Santa Teresa Cemetery to install a marker, or for permission to install a marker themselves are required to submit to Santa Teresa Cemetery the appropriate request for approval. The completed form must include a sketch that details the design and dimensions of each marker. **Please submit questions, prior to ordering marker, for Santa Teresa Cemetery will not be responsible any marker orders that are not approved. Santa Teresa Cemetery will fax a signed approved or denied form to the dealer within two business days of receipt. Santa Teresa Cemetery** will not install a marker or allow one to be installed on a space that is not paid in full or where any fees are outstanding.

Marker Specifications: Bronze markers may contain no more than 2-% lead, 5% zinc, 5% tin & no less than 87% copper. Granite dies/bases must be of at least four solid inches thick. Bronze or Granite are the only type of grave markers & or vase(s) allowed

See Santa Teresa Cemetery's Rules & Regulations for complete specifications (including min/max sizes for markers) allowed.

Registered Dealer:

Only dealers with verified required insurance naming Santa Teresa Cemetery will be permitted to personally deliver or set markers in Santa Teresa/Morales Cemetery. Registered dealers may not sub-contract installations of markers in Santa Teresa/Morales Cemetery.

Delivery and/or Dealer Installation Time Frame:

Deliveries and /or installations can be scheduled Monday-Friday, 9:00-3:00 PM. At least a 24 hour notice prior but not more than a 48 hour notice, a dealer should call Santa Teresa Cemetery office to establish an approximate time to deliver or install a memorial. If an installation is scheduled and dealer does not show up/call by 4:00pm of scheduled date, a \$75.00 fee will be assessed for a second installation. NOTE: **Delivery or installation may not take place during a funeral service or after 3PM.**

Marker Installation & Maintenance Fee:

Santa Teresa Cemetery charges a fee to outside marker companies for the installation and maintenance of markers and related services equal to the amount published by Santa Teresa for such installation. Santa Teresa Cemetery's fee for installing a flat marker is \$.65 per square inch and \$.95 per square inch of the granite base for Upright monuments. **All fees are due and payable prior to marker delivery and or installation** (whether by Santa Teresa Cemetery or by a Registered Dealer) . **PLEASE INFORM YOUR CUSTOMERS** that weather permitting, Santa Teresa Cemetery will install markers no more than 10 business days from the date of delivery.

*Dealers who install markers themselves will be charged 70% of Santa Teresa Cemetery's installation fee.

Dealers must have a foundation form approved by STC BEFORE pouring a foundation otherwise it may be asked to be removed and be re-poured at dealers expense.

If for any reason a property owner is dissatisfied with a marker after it has been set and it must be removed at a later date, Santa Teresa Cemetery will charge the marker dealer 1/2 the current installation fee. The dealer must pay this bill prior to marker being removed.

Breakdown of Santa Teresa Cemetery's Installation Fee

Administration 5%, Installation 30%, Supervision and Layout 30%, Maintenance 35%+ Off-loading fee: \$150.00 (when STC equipment &/or personnel used to off-load a marker)

For a copy of the current fee schedule, please contact Santa Teresa Cemetery at 281-9871000

Summary:

- (1) All fees related to installation must be paid prior to installation.
- (1) Markers may be set only on interment spaces that are fully paid for.
- (2) Only pre-approved markers that meet Santa Teresa Cemetery specifications will be installed.
- (3) STC charges the installation fee in effect on the date the marker is being installed unless prepaid.
- (4) Only dealers with proper insurance may install markers in Santa Teresa and/or Morales Cemetery.
- (5) 1/2 aluminum pins are to be used for every linear 12 inches of granite base for a upright die(s)

Santa Teresa Cemetery, Inc.

HOLD HARMLESS FORM

**For Outside Marker Dealers
who want to install or deliver their markers themselves
in Santa Teresa/ Morales Cemetery**

I, _____, an approved registered dealer, request to deliver and/or to install myself a bronze and/or granite marker for the following:

Deceased: _____ interred: _____

Location: Section _____, Lot # _____, Space # _____ of Santa Teresa/Morales Cemetery,
912 Buschong, Houston, TX 77039.

I, the undersigned Dealer, release Santa Teresa Cemetery Inc., from any and all liability for any property damage or bodily injury that may occur related to or caused by my installing the above noted marker. Further, I accept full responsibility and liability for any individual(s) injured during the installation process and I accept full responsibility and liability for any damage to the marker, the granite base, any photographs and/or photograph holders on the marker, as well as any damage to the cemetery grounds, roads, shrubbery, features, trees or equipment, as well as any damage to any other markers, vases, bases, or any other property in Santa Teresa/Morales that occurs as a consequence of my installing the marker on the above stated grave.

Signed this _____ day of _____, 20____.

Print Name of Dealer (company) _____

Signature of authorized representative of Dealer

PRINT name of representative

Santa Teresa Cemetery, Inc.
MARKER APPROVAL APPLICATION FORM

Date: _____

EFFECTIVE: (For outside marker dealers who want to deliver to or install a marker in Santa Teresa Cemetery. Dealers must fill out all sections of the form and include a detailed sketch of the marker.)

Marker _____ Contact _____
 Company: _____ Person: _____ Phone #: _____
 Street/City/State: _____ Zip Code: _____

We request to deliver the marker described below to Santa Teresa Cemetery.

(We understand there is a \$150 fee if Santa Teresa personnel help unload the marker).

☐ We request and authorize Santa Teresa to install a marker on the grave of _____
 buried in Santa Teresa in Section _____ Lot _____ Space _____ on (date) _____.

☐ We request authorization for us to install a marker on the grave of _____
 buried in Santa Teresa in Section _____ Lot _____ Space _____ on (date) _____.

Description of marker & base: Manufacturer: _____ Size of bronze: _____

Size of granite: _____ with vase without vase Granite color: _____

Marker layout design detailed in box provided or on attached separate paper. (Design must be included for approval)

We, the undersigned, certify that the above information is correct and agree to conform to the Rules and Regulations of Santa Teresa Cemetery, Inc.

Registered Dealer—(Representative's signature) _____ Customer Cost of Marker: \$ _____

Print name: _____

Signature of lot owner and/or next of kin of deceased**

******(If within 12 months of burial, this must be the signature of the person who signed the contract for the burial [interment] rights.)

Office Use

Date _____

This request is

☐ Approved.
☐ Denied. Reason for denial _____

Signature of Santa Teresa Representative _____

Price quoted only valid 30 days following approval

Installation fee: _____

Off-loading fee: _____

TOTAL: _____

Pd. _____ Dated: _____

****All fees must be paid 24 hours prior to any work performed.**

Santa Teresa Cemetery

912 Buschong Street, Houston, Texas 77039

Phone (281) 987-3100 – Fax (281) 987-3136

Rules and Regulations – Effective August 18, 2017

Purpose:

These Rules and Regulations are designed for the protection of owners with interment rights in addition to cemetery personnel and all visitors. They are to be observed and will be enforced in order to maintain an orderly, clean, safe, and respectful cemetery environment.

- No person shall be permitted to enter or leave the cemetery except by the public gates. Gate hours are 8:00 AM to Sunset 7 days a week. Any person(s) found in the cemetery after dusk will be trespassing in violation of cemetery visitation hours and may be prosecuted.
- Automobiles shall not be driven through the cemetery at a greater speed than 10 miles per hour, and may never be parked or driven on/through the grass.
- The burning of materials and consumption/possession of alcoholic beverages is strictly forbidden.
- No planting, digging, burials, painting, or installation of markers are allowed on cemetery grounds at any time by persons other than official cemetery personnel.
- No glass of any kind is permitted on graves or markers. This includes, but is not limited to, bottles, vases, and snow-globes.
- Any and all decorations left on cemetery grounds must be tasteful and properly placed on their respective burial space marker (or at the head of the burial space, should the grave not have a marker). All flowers must be placed within a flower vase approved by Santa Teresa Cemetery.
- Families may place Holiday decorations on graves 7 days before these Holidays and must be removed no later than 7 days after the actual Holiday. Holidays observed: *Christmas, Easter, Mother's Day, Father's Day, Valentine's Day, Day of the Dead.*
- Written approval of design and authorization by cemetery personnel is required before setting any memorial, monument, grave ledgers, etc on any grave in any section of the cemetery.
 - Upright monuments must be of solid granite and/or bronze. Granite monuments must have a minimum thickness (at the base) of 6 inches for adult graves, and 4 inches for infant graves. The die must be secured by 0.5 inch aluminum pins (minimum of 2) to its granite base every 15 inches (excluding slants). Memorial/Marker/Monument installations must be, at minimum, 2 inches shorter than the total width of the burial space. All flat markers must be at least 4 inches thick and set flat at lawn level. *Hickey-style* markers are not allowed and all upright/slant monuments must have a concrete foundation. Monuments designed for multiple adult burial spaces may only have a maximum width of 7 feet. No advertising of any kind is permitted on grave markers.
 - Santa Teresa Cemetery reserves the right to remove from the cemetery any and all items, materials, and decorations determined by cemetery personnel to be in inappropriate, dangerous, or in violation of any of the Rules & Regulations. Santa Teresa Cemetery may remove these items without warning and will not be held liable for any lost items of monetary or sentimental value. All third-party and hand-made markers, curbing, borders, etc. that are deemed unsafe or in violation of cemetery rules and regulations will be removed and a removal fee charged to the owner of the space. Items and materials may not be returned to the owner or space, and any markers/memorials/monuments may only be replaced by the aforementioned types of approved marker/memorial/monument.

The setting fee for a marker set by Santa Teresa Cemetery is \$0.65 per square inch for flat markers and \$0.95 per square inch of the granite base for uprights. This fee is due 24 hours prior to the initiation of any work to be done on the setting of a marker. If additional equipment/handling for setting a marker is needed, an extra service cost will be appended to the initial setting fee. Should the customer choose to have an insured and authorized third party install a marker, Santa Teresa Cemetery will charge a fee equal to 70% of the standard Santa Teresa installation fee (to be paid by the customer or third party). If a marker/monument needs to be removed and reinstalled for any reason (IE: opening & closing a grave), a minimum \$200.00 fee will be charged.

Santa Teresa & Morales Cemetery is not responsible for any damages to memorials, monuments, ledgers, or any other installation or decoration on cemetery grounds. The cemetery reserves the right to make an exception to any or all the above rules for any reason it sees fit, but these exceptions shall not constitute in any way or manner grounds for a precedent for changing the rules. These Rules and Regulations can be changed without notice.

Deceased Name: _____

Location – Section: _____ Lot: _____ Space: _____

I have read and understand these rules and regulations

Print Name: _____ Sign: _____ Date: _____

Address: _____ Phone Number: _____

Morales Cemetery

912 Buschong Street, Houston, Texas 77039
Phone (281) 987-3100 – Fax (281) 987-3136

Rules and Regulations – Effective August 18, 2017

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- No person shall be permitted to enter or leave the cemetery except by the public gates. Gate hours are 8:00 AM to Sunset 7 days a week. Any person(s) found in the cemetery after dusk will be trespassing in violation of cemetery visitation hours and may be prosecuted.
- Automobiles shall not be driven through the cemetery at a greater speed than 10 miles per hour, and may never be parked or driven on/through the grass.
- The burning of materials and consumption/possession of alcoholic beverages is strictly forbidden.
- No planting, digging, burials, painting, or installation of markers are allowed on cemetery grounds at any time by persons other than official cemetery personnel.
- No glass of any kind is permitted on graves or markers. This includes, but is not limited to, bottles, vases, and snow-globes.
- Any and all decorations left on cemetery grounds must be tasteful and properly placed on their respective burial space marker (or at the head of the burial space, should the grave not have a marker). A maximum total of 5 individual flower stems may be set (no planting) at the head of the grave at any time.
- Families may place Holiday decorations on graves 7 days before these Holidays and must be removed no later than 7 days after the actual Holiday. Holidays observed: *Christmas, Easter, Mother's Day, Father's Day, Valentine's Day, Day of the Dead.*
- Written approval of design and authorization by cemetery personnel is required before setting any memorial, monument, grave ledgers, etc on any grave in any section of the cemetery.
 - Upright monuments must be of solid granite/bronze. Granite monuments must have a minimum thickness (at the base) of 6 inches for adult graves, and 4 inches for infant graves. The die must be secured by 0.5 inch aluminum pins (minimum of 2) to its granite base every 15 inches (excluding slants). Memorial/Marker/Monument installations must be, at minimum, 2 inches shorter than the total width of the burial space. All flat markers must be at least 4 inches thick and set flat at lawn level. *Hickey-style* markers are not allowed and all upright/slant monuments must have a concrete foundation. Monuments designed for multiple adult burial spaces may only have a maximum width of 7 feet. No advertising of any kind is permitted on grave markers.
 - Wooden crosses and other hand-made markers are allowed but can not exceed 12 inches in height and may have no writing or markings of any kind. All wooden crosses and hand-made markers can and will be removed at any time that they are deemed to violate the Rules and Regulations (e.g. severe visible degradation, deemed unsafe, has writing/markings). The only permanent markers allowed in all sections of the cemetery are those permanent designs made from granite and/or bronze and approved by Morales Cemetery.
 - Morales Cemetery reserves the right to remove from the cemetery any and all items, materials, and decorations determined by cemetery personnel to be in inappropriate, dangerous, or in violation of any of the Rules & Regulations. Morales Cemetery may remove these items without warning and will not be held liable for any lost items of monetary or sentimental value. All third-party and hand-made markers, curbing, borders, etc. that are deemed unsafe or in violation of cemetery rules and regulations will be removed and a removal fee charged to the owner of the space. Items and materials may not be returned to the owner or space, and any markers/memorials/monuments may only be replaced by the aforementioned types of approved marker/memorial/monument.

The setting fee for a marker set by Morales Cemetery is \$0.65 per square inch for flat markers and \$0.95 cents per square inch of the granite base for uprights. This fee is due 24 hours prior to the initiation of any work to be done on the setting of a marker. If additional equipment/handling for setting a marker is needed, an extra service cost will be appended to the initial setting fee. Should the customer choose to have an insured and authorized third party install a marker, Santa Teresa Cemetery will charge a fee equal to 70% of the standard Morales installation fee (to be paid by the customer or third party). If a marker/monument needs to be removed and reinstalled for any reason (e.g. opening & closing a grave), a minimum \$200.00 fee will be charged.

Santa Teresa & Morales Cemetery is not responsible for any damages to memorials, monuments, ledgers, or any other installation or decoration on cemetery grounds. The cemetery reserves the right to make an exception to any or all the above rules for any reason it sees fit, but these exceptions shall not constitute in any way or manner grounds for a precedent for changing the rules. These Rules and Regulations can be changed without notice.

Deceased Name: _____

Location – Section: _____ Lot: _____ Space: _____

I have read and understand these rules and regulations,

Print Name: _____ Sign: _____ Date: _____

Address: _____

Phone Number: _____

AUTHORIZATION AND REQUEST TO USE ALTERNATE SIGNATURES

(Use this form when the person legally responsible for signing a contract or interment authorization form cannot come to Santa Teresa's office personally and wants to designate someone to sign in his/her stead.)

I, Jose Gomez, the Spouse of Alexanderia Jay Smith
Print name of person making request Relationship to the deceased Print name of deceased

authorize and request that _____ sign in my stead on the legal forms
Print name of designated signor
 checked below regarding the above-named deceased.

Instructions: (1) Put a ✓ in boxes by items you are delegating to the signor listed above; (2) draw a single line through all items that you do not want to delegate to this person.

✓ Permission to purchase inter. Else where.

☐ Permission to set temporary marker

☐ Rental agreement for temporary marker

☐ "Purchase Contract" for a permanent marker based on the following
 condition(s): _____

(This form is used to purchase a marker for your loved one. It states the price and design of the marker.)

☐ **Interment Authorization Form** (gives Santa Teresa permission to bury the deceased)

☐ **At-Need Opening & Closing contract** (gives Santa Teresa permission to pick the interment space for the deceased and obligates the signor to pay the amount listed on the contract)

I intend this authorization solely for the forms checked above.

X _____
Print name

X _____
SIGNATURE

Date

TWO WITNESSES REQUIRED (Neither may be the person designated above as signor):

X Witness #1:

Print name

SIGNATURE

Date

X Witness #2:

Print name

SIGNATURE

Date

For Office Use Only:

Date Received: _____

Family notified (date) _____

Remarks: _____

STC representative: _____

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www.SantaTeresaCemetery.com