LIVE OAK
CEMETERY DISTRICT

RULES & REGULATIONS

APPROVED AND ADOPTED
BY THE
BOARD OF TRUSTEES

Revised – August 13, 2025

Rules and Regulations

DEFINITIONS As used in these regulations; the following terms shall have the following meanings:

1. ***BOARD* shall mean the *Board of Trustees of the Live Oak Cemetery District.***
2. ***DISTRICT* shall mean the *Live Oak Cemetery District.***
3. ***MANAGER* shall mean the *Manager of the Live Oak Cemetery District.***
4. **INTERMENT RIGHT HOLDERS shall mean any person in whose name an interment plot stands of record as interment right holder in the office of the cemetery authority (H&S Code 7023".)**
5. **INTERMENT shall mean the disposition of human remains by burial in a cemetery or, in the case of cremated remains, by inurnment, placement or burial in a cemetery.**
6. **DISINTERMENT shall mean the digging and/or removal of a human corpse or cremated remains.**

***Care of graves and Cemetery grounds*:**

The absolute control of Cemetery grounds in every particular is vested in the *BOARD;* interment right holders and others are entitled only to such privileges within the grounds as are provided by these rules and regulations. Subject to the control of the following shall be the rules regulating the general care of the graves and cemetery grounds.

1. **Live Oak Cemetery grounds are open to the public from sunrise to sunset.**
2. **Drugs, Alcohol and Glass are all prohibited on Cemetery Grounds.**
3. **No person shall plant any tree, shrub, or flower on the cemetery grounds. Donations for trees or shrubs are acceptable, but trees or shrubs will be selected and planted under the direction of the District Board.**
4. **Flowers may be placed only in the vases provided in the ground or marker foundations, or if not available, in unbreakable containers placed at the head of the grave. Flowers in such containers shall be removed as they become unsightly. Unauthorized containers will be removed and disposed of by District personnel.**
5. **Figurines, toys, statues, bottles, or other items other than flowers, will not be permitted on graves. The Cemetery assumes no responsibility for these items whatsoever.**
6. **No person shall gather flowers or disturb growing plants or trespass on any plot of which he does not hold the Interment Right. All persons other than Interment Right holders shall confine themselves to the roads, paths and other public places provided for public use within the cemetery grounds.**
7. **Except in the excavation for the completion of a burial, no person shall remove any earth or in any way damage the cemetery grounds or leave any grass, earth, or rubbish of any kind thereon. Dead flowers and other rubbish must be placed in trash containers provided for that purpose.**
8. **The number of flower arrangements will be limited to the number of flower containers on the marker base or foundation.**
9. **If any tree, shrub, plant, or vine situated on any plot shall by reason of roots, branches, height, shade or otherwise become detrimental or unsightly to adjacent plots, paths, streets, of the Cemetery grounds, the Manager or any other person authorized by the Board, may enter upon such plot, and remove or trim such tree, shrub, plant, or vine as deemed necessary.**
10. **No person shall burn any combustible material within the cemetery grounds.**
11. **No driving or parking on the grass, as it damages our irrigation system. Parking in roadways are prohibited.**
12. **The Board reserves the right to make improvements to any grave and/or lot or to any public portion of the Cemetery grounds at any time at the cost of the district.**
13. **No animals, with exception of guide or service dogs that are needed to accompany their owners, are allowed on Cemetery grounds without permission from the Manager.**

14. **All children must be under the control of their adult companion.**
15. **Every reasonable effort will be made to care for flowers placed on graves; but neither the Cemetery District nor any of its employees will assume responsibility if a moveable character is lost, stolen, or misplaced.**
16. **No person or persons shall place or pour any sand, gravel, rocks, cement, casting, plaster, or metal of any kind in vases, cans, or flower containers because of hazards to expensive equipment and public safety.**
17. **Live Oak Cemetery District is an old cemetery which may contain hazards such as tree roots, sunken areas, rodent holes, raised and lowered areas, numerous grave Markers of many types and some well over 100 years old, and other potentially hazardous conditions. Possible hazardous conditions signage shall be posted. Every person entering onto the Cemetery shall be responsible for his or her own safety and shall exercise due caution and care.**

Niche & Private Cremation Estate Rules and Regulations:

A. **Definitions: As used in these regulations, the following terms shall have the following meanings:**
   1. **Niche shall mean the receptacle or space in a columbarium, wall, or bank of spaces for the purpose of inurnment of cremated human remains.**
   2. **Niche Shutter or Niche Front shall mean the plate covering the space that the cremated remains reside in.**
   3. **Niche Plaque shall mean the plaque on the shutter that designates the person or persons which reside within a particular niche.**
   4. **Private Cremation Estate shall mean a columbarium owned by an individual family for the purpose of inurnment of cremated human remains.**

B. **Care of Niches and Cemetery Grounds: The absolute control of the Cemetery Niches and structures that make up the Niches in every particular is vested in the Board. Interment rights owners and others are entitled such privileges within the grounds as are provided by these Rules and Regulations. Subject to the control of the following shall be the rules regulating the general care of the Niches and Cemetery grounds.**
   1. **These Rules and Regulations are our best effort to keep the Live Oak Cemetery District uniform and beautiful for all our Families.**
   2. **Decorations will be limited to the vases provided below and in front of the Niche walls. Fresh or Artificial flowers may be used. All decorations will be placed in the vases. No decorations will be placed in the openings or cracks of the Niche front. Decorations will not be permitted on top or on the face of any niche or Columbarium in the Live Oak Cemetery District. Prohibited items may be removed and disposed of by Live Oak Cemetery District Employees without notice or liability to the owner of the item.**
   3. **Niche Plaques are required on all Niche fronts and will follow Cemetery guidelines for the beautification and uniformity of all niches. Niche plaques will be 6 inches long and 4 inches high. Plaques will be made of bronze with a beveled edge and blind mount.**
   4. **Private Cremation Estates have the option of being engraved or a niche plaque once all fees are pad.**
   5. **Private Cremation Estates will be treated the same as a monument – The Live Oak Cemetery District is not liable for any damages, deterioration, theft, or vandalism.**

BURIALS:

1. **A combination of four (4) burials may take place in full graves. One (1) full burial and three (3) cremations, or four (4) cremations only. Cremation graves are limited to two (2) burials and niches are limited to two (2) inurnments. Private Cremation Estates are limited to (1) inurnment per niche shutter. Double Depth Graves are limited to 2 Casket Burials.**
2. **Minimum notice of three business days must be given for an interment OR for the cancellation of a previously scheduled service. Cancellations will forfeit opening and closing fees. The schedule of a service must include the day, time, and place of the service, as well as the type of burial vault or liner to be used. Completion of Interment Order and Interment Qualification as well as fees must be paid prior to opening of the ground.**
3. **Interments will normally be made Monday-Friday 9 a.m. and conclude by 2:30 p.m. An additional fee as set by the Board shall be charged for all Saturday interments except for interments ordered by a public health officer. Saturday interments shall be completed no later than 1:30 p.m.**
4. **No services in connection with interments will be made until charges for such services as fixed by the Board have been paid in advance to the Manager or authorized employee.**
5. **No casket shall be opened before, during or following a service without the direct permission of the deceased's family and then only under the direct supervision of the funeral director in charge. District employees at no time shall open a casket.**
6. **A Permit for Disposition of Human Remains (Burial Permit), must, in all cases, accompany the body to the Cemetery. A FAX copy of the permit shall be accepted, with the original received within five (5) working days.**
7. **A minimum 24" wide by 60" long by 15" high, container of cloth covered wood casket with handles is required for all interments except for cremations and infants.**
8. **Please be advised that standard full-body caskets cannot exceed standard dimensions of 29" wide by 83" long by 24" high, including all handles, attachments, and other decorative elements. If the casket exceeds these dimensions, Live Oak Cemetery must have no less than 72 hours' notice to install a vault that will accommodate larger caskets. There will also be an additional charge for oversize vaults.**
9. **Failure to provide at least 72 business hours' notice of oversized casket will result in the burial service being delayed.**
10. **All Mortuaries conducting a service are requested to remain at the gravesite until the lowering of the casket has been completed. Morticians shall observe this procedure and not provide any assistance.**
11. **All products accepting a casketed body and interred at the Live Oak Cemetery District shall be constructed of concrete with steel reinforcement, or approved poly.**
12. **All concrete products will meet the National Concrete Burial Vault Association criteria with compressive strength to meet or to exceed 5,000psi. The Manager has discretion to match concrete products used prior to the date of this policy.**
13. **Standard vaults and liners of approved polymer or concrete must be used for all infant & adult burials, including ground burial of cremated remains.**
14. **The Live Oak Cemetery District will allow polymer, concrete, or fiberglass urn vaults for the purpose of interring cremated remains.**
15. **Cemetery has the option to require vendors to supply test results from an independent source, showing test results of the strength of the product.**
16. **Cemetery will require the interment product to be warranted by the vendor against material and manufacturers' defects.**

17. **All interment products not supplied by Cemetery's normal vendor, must be presented to Cemetery Foreman or Manager for approval not less than twenty-four (24) hours before the service is scheduled.**
18. **The Cemetery Manager has the option to refuse any interment product that does not meet Cemetery requirements.**
19. **No interment shall be made on any of the holidays recognized by the District, nor shall an interment take place on a Sunday, unless interment is ordered by a public health officer or in case of *extreme* emergency, such basis to be determined jointly by the Manager and the Mortician.**
20. **No grave shall be graded or mounded, and the top of the grave shall be level with the surrounding lot when fully settled.**
21. **No Interment Right holder shall allow any interment to be made in his/her plot for remuneration.**
22. **Except when ordered by a Court, dis-interments will be at the discretion of *the Board.* When allowed, District personnel will open the grave and remove or open the vault. The District shall not be responsible for opening or removal of the casket or for any damage to vault, casket or remains. Any casket opening must be made by a licensed coroner or mortuary. District staff will NOT open any caskets.**
23. **Dis-interments must have all fees paid and proper documents filed with the District and County prior to opening of the ground. A minimum notice of 5 business days will be given to the District for dis-interments.**

***FEES AND CHARGES*: From time to time, the Board shall establish the prices at which interment rights shall be sold, the fees for the opening and closing of graves, the additional fees for performing such services other than during the normal times established by these rules and regulations and the fees for all other services performed by the District in connection with the use of the Cemetery grounds. A schedule of the current fees shall be available for inspection at all reasonable hours in the office of the District.**

1. **In addition to the above fees and charges, the Board shall establish the amount to be paid by the purchasers for deposit into the Endowment care Fund in accordance with Section 8738 of the California Health and Safety Code. Such amount paid into the Endowment Care Fund is non-refundable.**
2. **Non-resident fees shall be charged for interment of a person who was not living or paying taxes at the time of death that is eligible for interment in a cemetery of the District by Sections 9060, 9061 and 9068 of the California Health and Safety Code. The District has the right to waive the non-resident fee in the event the individual moved out of the District due to convalescence and was residing in a care facility or the home of a family member at the time of their death.**
3. **Transfer /Exchange: Individuals wishing not to use the interment rights they either purchased or inherited according to Health & Safety Code Sections 7100 (106), have the right to transfer the interment rights to another eligible individual (see Health & Safety Code Section 9060) or return the interment rights to the District for the original purchase price. Should the original purchase price be less than $50.00, the District will pay the individual a minimum of $50 per interment right. The original Certificate of Interment Rights or receipt shall be returned to the District (when possible) and Transfer of Interment Rights Form shall be signed. Pre-need interment charges for the opening and closing and vault may also be refunded. Neither the endowment care nor the pre-need fees are refundable.**

MARKER & MONUMENT REGULATIONS

Only professionally manufactured markers and monuments of granite, bronze or marble will be acceptable for setting in the Live Oak Cemetery District. All markers (except for bronze markers) must be a minimum of 3" thick. Any marker that is not level with the top of the foundation will be considered a monument.

DOUBLE DEPTH GRAVES:

- **Flat markers, Bronze, or upright VA marble or granite markers will not be permitted unless pinned and glued to a base made of granite by a professional Monument Dealer.**
- **All Monuments will require a vase on the base of the monument. No vases will be in the concrete foundation.**
- **Maximum Size Monument: 32"L x 14"W x 36"H including base.**

SINGLE GRAVE MARKER MAXIMUM SIZE:

- **Marker (1) vase in foundation: 12"w x 24"L x 4"h**
- **Marker (2) vases in foundation: 12"w x 24"L x 4"h**

DOUBLE GRAVE MARKER (SIDE BY SIDE) MAXIMUM SIZE:

- **Marker (2) vases in foundation: 12"w x 36"L x 4"h**

SINGLE GRAVE MONUMENT MAXIMUM SIZE:

- **Maximum Height is 40" including base**
- **Monument (1) vase in foundation: 16"w x 32"L Base size**
- **Monument (2) vases in foundation: 16"w x 24"L Base size**
- **Monument NO vase in foundation: 16"w x 38"L Base size. (Must have (1) vase on base).**

DOUBLE GRAVE MONUMENT (SIDE BY SIDE):

- **Maximum height is 40" including base**
- **Monument (2) vases in foundation: 16"w x 50"L Base size.**
- **Monument No vase in foundation: 16''w x 60"L Base size. (Must have (2) vases on base).**

Private Cremation Estates

- **Engravings must be approved by the District.**
- **Engravings will be done onsite by a professional monument company.**
- **6"x4" niche plaques made of bronze, with beveled edges and blind mount will be allowed. Estate must have all ownership fees paid for prior to engraving or plaque being installed.**

1. **All markers (flat stones) will be installed by Live Oak Cemetery District personnel.**
2. **Only flower containers manufactured for cemetery use will be acceptable.**
3. **At least one flower vase is required for a single marker or monument and two vases are required for a double marker/monument.**
4. **Niche Plaques: 6"L x 4"W. Made from bronze, with beveled edge and blind mount.**
5. **Due to their design, slant markers may be less than 10" in depth.**
6. **Flat markers in monument sections will be treated the same as monuments.**
7. **Markers will not be placed during the week prior to Memorial Day.**
8. **Monuments & Markers in sections 5 through 9 will be installed with the front of stone facing the center roadway.**
9. **The District is not liable for damage, theft, vandalism or deterioration of markers or monuments.**

10. **The District has the right to repair, maintenance, lift or modify any headstone, bench, or monument in the best interest of the District and Public Safety.**
11. **If a *Interment Right* holder wishes to apply for permission to install markers other than allowed in these regulations or a raised marker within areas of the Cemetery where various above-ground markers have been used in past years and are no longer allowed, he/she shall apply to the Board in writing, describing in detail, the proposed marker and shall not install any such non-conforming marker without prior written approval of the Board.**
12. **Interments and routine maintenance take priority over marker setting. Markers will be set on a time-permitting basis and will be set in the order they are received at the cemetery. Estimated setting dates will be given but are subject to change without notice due to interment and maintenance schedules and weather conditions.**
13. **Markers will not be set until all cemetery charges have been paid in full.**
14. **All markers, monuments, benches, or masonry of any kind will be approved by Live Oak Cemetery District Management.**
15. **Live Oak Cemetery District Management must be notified before drop-off, installation, or removal of any Marker or monument.**
16. **A headstone bench with no backing may be used to mark a grave or graves of a person or person interred in the Cemetery. It must be made of granite. The Manager must be consulted beforehand to determine which size the gravesite can accommodate. <u>All benches must be approved by the Board prior to installation</u>. All benches will be considered upright markers and cannot be placed in flat sections.**

<u>VETERANS AREA RULES & REGULATIONS</u>

1. **Memorial bricks will be placed on the wall as they are received. There is NO GUARANTEE of specific placement on the wall.**
2. **Memorial bricks ordered <u>*60 days*</u> before either Memorial Day or Veterans Day will be placed prior to the holiday* <u>*(*unforeseen delays from the vendor may affect this)*</u>.**
3. **Memorial benches are property of LOCD and only the right to engrave has been given by the District.**
4. **Engraving of benches must be approved by the District Manager prior to engraving.**

<u>ALL RULES AND REGULATIONS</u> - Any previously adopted Rules and Regulations that are inconsistent with the foregoing are hereby repealed. The Board reserves the right to pass other Rules and Regulations, or amending these Rules and Regulations, at any time the occasion arises.

<u>LIABILITY</u> – Please take caution when entering and using the Cemetery. The Live Oak Cemetery District, its Trustees and Employees, are not responsible for any injury or damage suffered by any persons, including children, while on Cemetery grounds. Every person entering the Cemetery does so at his or her own risk. The District or any of its Employees shall not be responsible for anything of moveable character that may be lost, stolen, or misplaced on Cemetery property.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Live Oak Cemetery District in a regular meeting held at its regular place of meeting the 13th day of August 2025.

THANK YOU FOR YOUR COOPERATION