

**RULES AND REGULATIONS**  
**ADOPTED BY**  
**THE BOARD OF CEMETERY TRUSTEES**



**OAK GROVE CEMETERY**  
**CITY OF MEDFORD**

**OFFICE HOURS:**  
8:00 a.m. to 12:00 noon .  
1:00 p.m. to 4:00 p.m. .  
(Monday through Friday)

**GATES CLOSED TO VEHICLES AT SUNSET**

August, 2022 .

### **Mission Statement**

The mission of Oak Grove Cemetery is to serve the citizens of Medford by meeting their final needs with compassion and dignity.

We will deliver services in a fair and impartial manner. We will record and provide accurate gravesite location information and maintain the cemetery grounds in a pleasing manner by a trained and professional staff.

The adoption and enforcement of the following rules and regulations are necessary to maintain good order within the cemetery and to protect the interest of all proprietors.

The rules and regulations and schedule of prices are established by the Cemetery Board of Trustees and are subject to change without notice.

### **Rules and Regulations**

FIRST: The said lot shall be held indivisible, and if, upon the decease of a proprietor thereof, there be more than one devisee or heir-in-law, they shall, within three months from such decease, designate in writing to the Secretary of said Board, which of their number shall represent said lot; and on their failure so to do, said Board of Trustees shall designate which of said heirs or devisees shall represent said lot while such failure continues.

SECOND: That said lot shall be used for no other purpose than as a place of burial for the dead, no tree within the lot or border shall be cut down, injured or destroyed, nor shall the grade of the lot be changed without the consent of the Trustees.

THIRD: That said lot, or any part thereof, shall not be sold or exchanged but with the consent of the Trustees for the time being first obtained in writing.

FOURTH: No fence or hedge shall be erected for the purpose of enclosing any lot, and no stone, monument, or sepulchral structure shall be erected thereon, except under the approval of the Trustees; and if any fence, structure, monument or inscription shall be placed on or around any lot, which a majority of the Trustees shall decide to be offensive, or improper, said Trustees may enter said lot, and cause said improper or offensive object to be removed.

FIFTH: That the proprietor of said lot shall conform to all ordinances, rules and regulations relating to said Cemetery, made or to be made by said City, or by said Trustees, in pursuance of authority granted by said City and M.G.L. c. 114.

SIXTH: That in case the estate hereby created shall be forfeited for breach of any condition herein contained, the said Trustees shall thereupon have the right to enter upon said lot and take possession thereof in the name of said City as of its former estate, and remove, with due care, from said lot, any remains that may have been therein interred, to such portion of said Cemetery as said Trustees shall designate.

SEVENTH: The Trustees upon a repurchase of burial rights may pay no more than an amount equivalent to the original sales in for such care and foundation shall not be returned to the owner of said rights.

EIGHTH: Perpetual care covers the maintenance of the surface of the lots and graves, mowing, seeding and loaming only when necessary. Watering of the grave sites will be the proprietor's responsibility.

The statutes of the Commonwealth of Massachusetts relating to cemeteries prescribe severe penalties for infringement of the law and all violations will be prosecuted.

The Superintendent is in full charge of the daily operations of the cemetery and is responsible for the enforcement of the rules and regulations and in maintaining the cemetery.

The Superintendent is responsible to the Cemetery Board of Trustees.

The Trustees' responsibilities include overseeing the cemetery operation and the actions of the Superintendent and his staff and the establishment of all cemetery policies, rules and regulations.

Any unauthorized person or persons found within the cemetery outside of the prescribed hours will be deemed a trespasser and will be liable to prosecution.

The word proprietor as used by the cemetery does not mean ownership of land, only the right to burial.

All funerals shall enter the cemetery through the main gate on Playstead Road and upon entering shall be under the direction of the Superintendent.

Undertakers shall have all orders of interment signed and notarized by the proprietor or their representative and presented to the Cemetery Board of Trustees at least 24 hours before interment.

All orders shall be written plainly and correctly in ink. For a grave to be opened for interment or disinterment, the proprietor must request this in writing.

At least two working days notice must be given at the cemetery office before a removal can be done.

No interment or disinterment shall be made without an order and a burial permit and all fees and charges are paid in full.

No Burials will take place on Sundays and Holidays.

Holidays with burials are at overtime rates. These holidays only:

Martin Luther King Day

Washington's Birthday

Patriots Day

Bunker Hill

Columbus Day

- A son or daughter, who is a Medford resident, may purchase a single grave for a parent who is a non-resident and one grave for the resident
- A mother or father, who is a Medford resident, may purchase a single grave for a son or daughter that is a non-resident and one grave for the resident.

Each single grave allows for two interments and for two cremations.

**OAK GROVE CEMETERY BOARD OF TRUSTEES REQUESTS THAT WHEN THERE IS A CHANGE OF ADDRESS FOR TITLE-HOLDERS OF GRAVES, TO PLEASE INFORM THE CEMETERY OFFICE IN WRITING AT 230 PLAYSTEAD ROAD, MEDFORD MA 02155 OF THAT CHANGE OF CONTACT INFORMATION.**

### **Planting Regulations**

#### **Shrubs**

Shrubs are only allowed on 4 grave lots or larger.

Only one shrub on either side of a monument is allowed.

The only specimens of shrub that is allowed are the:

- Dwarf Alberta
- The Upright Yew

No Rose bushes and no perennials are allowed.

No baskets or containers of flowers shall be allowed on top of headstones or monuments.

Flowers that are planted are the responsibility of the grave owner.

Flowerbeds must be maintained and kept neat and not to interfere with mowing.

The cemetery is not responsible for damage or loss of flowers placed on graves.

Mulch or loam are the only items to be used in flowerbeds. No stones or marble chips.

No hanging plants will be allowed on a grave site.

All natural flowers and artificial flowers or plants are to be removed when they become unsightly or unattractive.

All Christmas decorations will be removed and disposed of starting February 1<sup>st</sup>, weather permitting.

No dogs are allowed in the cemetery. There is a \$50.00 fine for walking a dog in the cemetery.

### **Changes to the "No Planting Policy" effective June 15, 1999**

#### **Rule Change:**

WHEREAS the current Rules and Regulations of the Oak Grove Cemetery prohibit flower beds except on family lots of 4 graves or larger and prohibits turning soil by anyone other than personnel of the Cemetery Department, the following change to the rules and regulations will be made:

Flowerbeds will be allowed on all graves under the following conditions:

#### **APPLICABLE FOR SINGLE, DOUBLE and THREE GRAVES:**

- A flowerbed must not extend more than ten inches from the front of the base of an approved monument with no more than a two-inch border and shall not be wider than the width of the monument base. Any flowers which extend beyond the allowed ten inches or beyond the width of the monument base will be removed.
- Flowers or plants planted within the ten-inch flowerbed must be low growing plants.
- Flowers or plants planted within the ten-inch flowerbed must be annuals. No Perennial plants and no rose bushes are allowed on these graves.
- Flowers or plants installed within the ten-inch flowerbed are the responsibility of the owner of the lot. Flowerbeds must be kept neat and well maintained at all times. Failure to do so will be cause for removal by the Cemetery Department. The Cemetery Department is not responsible for any damage or loss of plants.
- Mulch and loam are the only items allowed to be used in the flowerbeds. Stones, chips, or other materials are not permitted.
- Borders will be permitted, but limited to the following conditions: Only cement or plastic borders will be allowed, not to exceed two inches thick and not to exceed four inches high in height above ground. The Cemetery Department will remove all other borders that exceed these requirements.
- No objects including, but not limited to, statues, balloons, sports equipment, etc. will be allowed on the graves or trees. No eternal flames, candles, solar lanterns, or hanging plants will be allowed.
- Flower pots and flowerboxes will only be allowed within the cement or plastic border, or when placed in the ground.

- No planting of any kind will be allowed in the back or side of monuments. Cemetery Department personnel will remove any planting on the back or side of monuments.
- No shrubs of any kind are allowed to be planted including rose bushes.

#### **APPLICABLE FOR FOUR SIX AND EIGHT GRAVES OR LARGER**

- Flowerbeds must not extend more than eighteen inches with a two-inch border from the front of the base of approved monuments. The combination of the flowerbeds and the mulch and/or loam must not exceed 20 inches.
- Four grave lots can extend thirty-six inches of the width of the monument on either side.
- Six grave lots can extend forty-eight inches of the width of the monument on either side.
- Eight grave lots or larger can extend forty-eight inches of the width of the monument on either side.
- Up to a total of two small bushes will be allowed to be planted on only four grave lots or larger. All bushes must be installed by Cemetery personnel. The only bushes allowed to be planted are Upright Yews and Dwarf Alberta Spruce. Absolutely no rose bushes will be allowed.
- Flower or plants within the prescribed flowerbeds must be low growing annual plants.
- No perennials are allowed.
- Flowers or plants installed within the prescribed flowerbeds are the responsibility of the owner of the lot. Flowerbeds must be kept neat and well maintained. The Cemetery Department is not responsible for any damage or loss of plants.
- Borders will be permitted but, limited to the following conditions: Only cement or plastic borders will be allowed, not to exceed two inches thick and not to exceed four inches in height above ground.
- All other borders that are installed will be removed by the Cemetery Department.
- No objects including, but not limited to, statues, balloons, sports equipment, etc. will be allowed on the graves or trees. No eternal flames, candles, solar lanterns, or hanging plants will be allowed.
- Flower boxes and flower pots will only be allowed within the prescribed cement or plastic borders, or when placed in the ground.
- No planting of any kind will be allowed in the back of monuments. The Cemetery Department personnel will remove any planting, bushes, stones, etc. on the back of monuments.
- Mulch and loam are the only items to be used in the flowerbeds. Stones, marble chips, or other materials are not permitted.
- The cemetery shall not be held responsible for any damage done to any flowerbeds, borders, plants or bushes.

## **MEMORIAL GARDEN**

1. Graves for cremations will be sold under the same conditions as Lots and Graves.
2. Each grave will accommodate 3 Urns of Ashes, not to exceed 12" in any direction.
3. Only Flat Granite Markers will be allowed on these graves.
4. The dimensions of these markers will be consistent in size (2' 6" x 1 x 4")

Cost of Grave .....750.00  
Perpetual Care.....300.00  
Foundation .....300.00  
Recording Fee ..... 30.00  
Total Cost.....\$ 1,380.00

(Non-resident, fee\$ 250.00)

## **MONUMENTS**

GRAVE SITES ARE NOT REQUIRED TO HAVE A MONUMENT. HOWEVER, ALL TEMPORARY GRAVE MARKERS OR CROSSES WILL BE REMOVED AFTER ONE (1) YEAR OF BURIAL, UNLESS THE SUPERINTENDENT OF THE CEMETERY IS NOTIFIED THAT A MONUMENT HAS BEEN ORDERED AND THE DELIVERY DATE IS BEYOND THE ONE (1) YEAR DEADLINE.

NO BASKETS OR CONTAINERS OR FLOWERS MAY BE PLACED ON TOP OF HEADSTONE OR MONUMENT

1. Monuments may be erected subject to the approval of the Trustees. No objectionable design will be permitted and only granite and bronze will be allowed. The Board of Trustees will decide what monuments are "objectionable."
2. The Cemetery Department will not be responsible for marble statues, monuments, or marble fixtures.
- 3a. A permit with a sketch and the size of the monument must be submitted to the Board of Trustees for approval. Lot and grave numbers and letters must appear on all bases.
- 3b. Monuments must adhere to the following dimensions:

One Grave. .... 2'2" x 1'2" x 3'0" high  
Two Graves ..... 3'0" x 1 '2" x 3'0" high  
Three Graves. .... 4'0" x 1 '2" x 3 '0" high  
Four Graves ..... 5'0" x 1 '6" x 4'0" high  
Six Graves. .... 6'0" x 1 '6" x 4'0" high  
Eight Graves. .... 8'0" x 1 '6" x 4'0" high

- 3c. Corner lots having larger square footage may apply to the Board of Trustees for a larger monument. No monument will exceed ten (10) feet overall length under any circumstances.
4. Only one monument will be allowed on a grave or lot.
5. Foot Markers are allowed on 4 grave lots (8 interments) or larger.
6. Veterans Markers are permitted on any grave where a United States Veteran is interred.
7. All building foundations must be done by the Cemetery Department.
8. All work of setting and handling of monuments will be under the supervision of the Superintendent or his foreman. The inscribing and setting of monuments will be permitted only during regular working hours of 8:00 a.m. to 11:30 a.m. and 1 :00 p.m. to 3:00 p.m. (Monday through Friday) only.
9. ORDERS FOR FOUNDATIONS FOR MEMORIAL DAY WILL NOT BE ACCEPTED AFTER THE 10<sup>TH</sup> OF MAY. NO ORDERS FOR FOUNDATIONS WILL BE ACCEPTED AFTER THE 1<sup>ST</sup> OF NOVEMBER UNTIL THE FROST IS OUT OF THE GROUND IN THE SPRING. No setting of monuments when ground is covered with ice and snow.
10. The minimum charge for a foundation (graves or lots) is \$300.00 for each grave, and all additional "Foot markers" are \$300.00 (\$150.00 square foot).
11. Payment for foundations must be made before monument is set.
12. ALL WORK IN THE CEMETERY MUST BE DONE DURING WORKING HOURS.
13. NO SETTING OF MONUMENTS ON SATURDAY, SUNDAY OR HOLIDAYS.

**Eternal Flame, Candles, or Solar Lanterns will not  
be allowed in any part of the Cemetery**

### **Rules Appeal**

Any aggrieved person may petition the Board of Trustees if he or she believes an exception to the within described rules is warranted.

***OAK GROVE CEMETERY  
MEDFORD, MA  
PRICE LIST  
August 1, 2022***

1.	Opening for adult internment	\$1,000.00
	Disinterment of body burial (Disinterment & Opening)	\$4,000.00
2.	Extra charge for the internment of any person residing outside Medford at the time of death. (Body or Cremation Burials)	\$ 250.00
3.	Lowering body previously interred.	\$1,000.00
4.	Opening for children under 5 years of age	\$ 50.00
5.	Opening for stillborns in Stillborn Lot (A stillborn is defined as either: a) loss of a baby less than twenty-four (24) hours of delivery of full term; or b) loss of a baby in the womb at or after the 20 <sup>th</sup> week of pregnancy. Parents must be Medford Residents). NO MARKERS ALLOWED.	\$ 50.00
6.	Opening of stillborns in Private Lots or Graves	\$ 50.00
7.	Opening of Veterans in Veteran Lots	\$1,000.00
8.	Internment of Cremated Remains	\$ 300.00
	Disinterment of Cremated Remains (Disinterment & Opening)	\$1,300.00
9.	Non-Resident Cremated Remains	\$ 550.00
10.	Use of Tomb for winter months until April 15 <sup>th</sup> (per month)	\$ 100.00
11.	Saturday & Holiday Funerals (Extra)	\$ 600.00
12.	Noontime Funerals (11:40 am – 1:00 pm) Monday through Friday funerals (Extra)	\$ 250.00
13.	Funerals entering cemetery after 12:45 pm on Saturday & Holidays. Additional charge per hour	\$ 250.00
14.	Funerals entering after 2:45 pm Monday through Friday (Extra)	\$ 250.00

- |     |                                                                                                                              |           |
|-----|------------------------------------------------------------------------------------------------------------------------------|-----------|
| 15. | Recording Fees                                                                                                               | \$ 30.00  |
| 16. | Welfare Burials – Confirmation Letter Required                                                                               | \$ 100.00 |
| 17. | Mock Burials                                                                                                                 | \$ 400.00 |
| 18. | Foot Marker Foundations                                                                                                      | \$ 300.00 |
| 19. | The Cemetery Department is not responsible for any damage sustained in the removal or replacement of Mausoleum Crypt Covers. |           |
| 20. | GRAVE OPENING ORDERS: Completed forms must be submitted with each interment and signed by the proprietor or heir in charge.  |           |
| 21. | Office Hours:<br>Monday Through Friday, 8:00 a.m. to 4:00 p.m. Closed for lunch 12:00 p.m. to 1:00 p.m.                      |           |
| 22. | Cemetery Hours:<br>7 a.m. to sunset, 7 days a week                                                                           |           |

***All Charges for Internments Must Be Paid before Burial  
Personal Checks Are NOT Accepted – Funeral Home or Bank Check Only***

### **Prices**

Prices are subject to change without notice and at the discretion of the Cemetery Board of Trustees.

A copy of the prices is available at the Cemetery Office.

### **Requirements for Private Burials**

A family wishing an interment 'without' a funeral director must follow these requirements:

1. The family must obtain a cement vault or liner and have it delivered to the cemetery prior to interment.
2. It will be the family's responsibility to place the casket on the lowering device. Cemetery personnel will not handle the casket.
3. It will be the family's responsibility to cover the vault after the casket is lowered.
4. At the time of burial, a burial permit must be delivered to the Cemetery Office from the city or town where the deceased succumbed, as well as a bank check or money order made out the "City of Medford" in the appropriate amount.
5. The Cemetery's obligation will only be to open and close the grave.

In addition to these Rules and Regulations, that the Proprietor of said lot shall conform to all State Laws (M.G.L. Chapter 114) and city ordinances, relating to said Cemeteries, made or to be made by authority to said City, or said Trustees, in pursuance of Authority granted by said City.

Cemetery Board -  
Stacie Clayton, Chairperson  
Dee Morris, Trustee  
Christopher Treanor, Trustee

Stephen Brogan, Superintendent of Cemeteries  
Cemetery Office Phone (781) 393-2488