

**POLICIES AND PROCEDURES**

<b>Subject:      Decoration of Mausoleum Crypts and Columbarium Niches</b>		
<b>Date Issued: Jan 8, 2020</b>	<b>Supersedes: POLGEN-05</b>	<b>Issued &amp; Approved by: Oak Hill Cemetery Board of Directors</b>

1. The Cemetery reserves the right at all times to determine what decorations or ornaments may be placed upon the crypts or niches.
2. Cemetery personnel are to place any flowers that are to go in the Mausoleum upper level vases. Simply bring your arrangement into the Office and we will place it as promptly as time permits. If you have a decoration to change and want to keep the one taken down, please make arrangements with the office for exchange.
3. **HOLIDAY DECORATIONS:** One (1) additional decoration will be allowed on Easter, Mother's Day, Father's Day, Memorial Day, and Christmas. These can be placed on the floor or ground in front of the crypt or niche. Please **DO NOT** tape decorations to the crypt or niche front, the adhesive is very difficult to remove. The additional holiday decoration will be disposed of in the following weeks after the holiday. If you wish to save your decoration, please let us know when placing it. Any additional decorations on the floor or ground may be removed by the Cemetery and disposed of without notice.
4. **YEARLY CLEAN-UP:** Removal of all decorations on the exterior crypts and niches, as well as all Christmas type decorations from interior crypts or niches will be removed in the month of March. The decorations removed will be held for one (1) week. There will be general locations where we will place the removed decorations. Please look in the area closest to the location of your crypt or niche. At the end of the week, any remaining decorations will be disposed of.
5. When any object whatever, or any inscription of any character placed upon any crypt or niche , which shall be deemed by the management to be or to have become offensive, improper, dangerous, or injurious to the appearance of such lot or of adjacent grounds, crypts or niches, or to contain a threat of danger to persons in the vicinity of or passing near such lot, crypt or niche, the management shall have the right to cause the same to be removed without notice.
6. Unapproved containers and weathered or unsightly decorations shall be removed without notice.
7. Bric-a-brac such as toys, shells, stones and articles of similar nature shall not be permitted upon, in front of, below or on floor or ground near crypts and niches.
8. Flags must be placed in approved containers or on approved flag staffs, except for those flags placed by Veterans Organizations