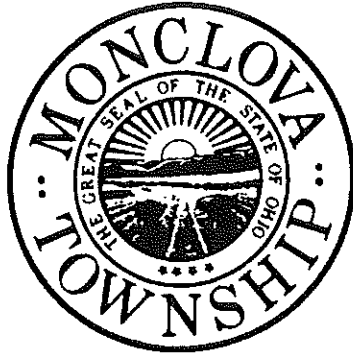


**MONCLOVA TOWNSHIP
SWAN CREEK CEMETERY
ROTH MEMORIAL CEMETERY
RULES AND REGULATIONS**



(Revised October 4, 2010)

Purchase of Lots

The purchaser of a grave shall receive a deed entitling them to the use of that grave for the burial of human remains, subject to the following Rules and Regulations and the laws of the State of Ohio.

Graves cannot be re-sold except back to Monclova Township, subject to the approval of the Board of Trustees and at the original purchase price. Monclova Township reserves the right of refusal to re-purchase.

Upon the death of the owner of any grave, the rights of that grave will descend to his/her heirs as stated in the will or in accordance with the laws of descent of the State of Ohio.

If the owner of a grave gives permission for others to be buried on a remaining grave, this permission must be given in writing and the owner's signature shall be notarized.

Internment

Before an internment can be made, a permit must be obtained from the office of the Monclova Township Fiscal Officer. Grave ownership will be verified by the township prior to internment or issuance of a burial permit.

Orders for internment must be made at least 24 hours in advance and will be considered in turn. At least 15 hours of daylight must be allowed to prepare a grave.

No internment shall take place until all fees for opening and closing the grave have been paid in full.

Two burials are allowed per gravesite consisting of one regular burial and one cremation or two cremations.

Only underground internments are allowed. Monclova Township does not allow above ground entombment of remains in any kind of vault, crypt, sarcophagus or mausoleum.

All caskets are to be encased in a top sealed concrete vault. Monclova Township does not allow "green" or "natural" burials. All cremated remains must be buried in a township approved container. The sprinkling of ashes is not allowed on cemetery grounds.

Markers and Monuments

All markers and monuments must have a concrete footer flush with the ground. Footers are 24" X 48". The township installs footers each spring and fall unless special arrangements are made.

The maximum allowable length and width of single a grave upright marker is 16" X 40" to allow a four inch reveal around the footer. The maximum allowable length and width of a double grave upright marker is 16" X 88". Only one marker is allowed per gravesite.

Markers and monuments are the personal property of the grave owner. Care and maintenance are the responsibility of the owner and can be arranged with local monument companies.

Markers and Monuments (continued)

The Monclova Township Board of Trustees reserves the right to exclude from the cemetery any headstone, monument, structure or object considered hazardous or offensive to the public or detrimental to the general appearance of the cemetery.

Monclova Township reserves the right to move an upright marker to facilitate grave digging.

Decorations

Flowers may not be placed on graves. These items must be contained in vases or pots and set on the footer or placed on the monument to facilitate the maintenance of the cemetery grounds. The only exception will be winter grave blankets.

Winter decorations and grave blankets may be placed on gravesites after November 1st. These items must be removed by March 1st. Maintenance personnel will clear all gravesites after March 15th.

After April 1st summer decorations may be placed on the monuments or footers.

Summer decorations must be removed by October 1st. Monclova Township Maintenance personnel will clear all decorations left after this date.

In no case will the Monclova Township Cemetery Sexton, township maintenance personnel, elected officials or the township in general be held responsible for articles placed on grave lots. Items left at gravesites that do not adhere to our regulations will be disposed of.

General

All funeral processions, while within the cemetery grounds, will be under the direction and control of the Monclova Township Cemetery Sexton or the Sexton's assistants. Funeral Directors must arrange the time of funerals so as to be out of the cemetery grounds one hour prior to sunset. Unavoidable delays will be exempted.

The cost of graves, footers, internments and any other charges are established from time to time by the by the Monclova Township Board of Trustees. Copies of the fee schedule can be obtained at the cemetery office, the township administrative office or online at www.monclovatwp.org.

Monclova Township cemeteries are closed to the public after dark. Violators may be prosecuted under §2911.21 of the Ohio Revised Code

Rubbish shall be deposited in waste containers.