

MEMORIALIZATION PERMIT
Catholic Cemeteries – Diocese of Rockford

Name of Cemetery
Address of Cemetery or Parish
City, State, Zip

I (*Name of Contractor*), _____, submit this request for approval and/or foundation to be placed by Catholic Cemeteries, Catholic Diocese of Rockford. I understand that I, and the buyer of a memorial, are subject to the rules of the cemeteries regarding every aspect of memorialization within the Catholic Cemeteries. I further understand that violation of said rules may result in a contractor being denied work privileges in the cemetery until said specifications are in compliance with the Catholic Cemeteries regulations regarding memorialization.

Buyer and Contractor signatures are required on reverse side of this document.

Foundation for: _____

Buyer=s Address _____

Date of Death: _____

Lot Owner: _____

Monument: (size of base)

LENGTH: _____ WIDTH: _____ HEIGHT: _____

(SIZE OF DIE)

LENGTH: _____ WIDTH: _____ HEIGHT: _____

Marker:
 LENGTH: _____ WIDTH: _____ HEIGHT: _____

NAME OF GRANITE: _____ COLOR: _____

APRON: YES NO

REMARKS: _____

drawing of monument or marker is required, showing all pictures, names, dates, and verses.

for cemetery use only:

SEC:	BLOCK	LOT #	GRAVE #	AMT. PAID DATE APPROVED BY
Date received:	Invoice #	P O #	Completed Date	faxed approval

- A. Memorial dealers and responsible parties of the ceased shall abide by all the rules and regulations of the Catholic Cemeteries - Diocese of Rockford
- B. It is presumed by the Catholic Cemeteries that any person, designated by Owner(s) or Heir(s) for use of a grave site for burial, has the right of memorialization implied by said designation.
 In accordance with regulations established by the Cemetery, various sections are to be marked either by flush marker only or by both upright monument and/or flush marker and/or upright marker.
 Therefore, it is the policy of Catholic Cemeteries to require of immediate family members of the deceased proper memorialization of the deceased. This is to be done in accordance with the rules of the section of the cemetery where the grave is located. Memorialization should take place as soon as possible after the death of the family member. All balances must be paid in full prior to memorialization.
- C. The Management reserves the right at all times to approve and prescribe the kind, size, design, symbolism, craftsmanship, quality and material of memorials, inscriptions, monuments, or markers placed or to be placed in any cemetery.
 A detailed plan and design of all memorials must be submitted to the Management for final approval, prior to the contractor's start of work on a memorial. A form requesting approval and/or request for a foundation may be obtained at the cemetery office. The contractor shall be notified if a design is approved or rejected.
 The buyer and contractor must sign the memorial permit prior to submission to the cemetery office.
 Upon completion, if the memorial does not conform to the approved plan and design, it will be the sole responsibility of the dealer to correct any errors or deficiencies in workmanship and material.
- D. The Management also reserves the right to issue under separate cover detailed regulations and instructions pertaining to the kind, size, design, symbolism, craftsmanship, quality, and material of memorials, inscription, monuments, or markers to be placed in any cemetery. Said detailed regulations and instructions and all amendments thereto, are hereby made a part of these rules and regulations.
- E. The Management reserves the right to set the days (Monday through Friday) and hours when any memorial may be delivered to any cemetery.
- F. Removal of any memorial, by a contractor, shall be done after written notification is made to the cemetery office.
- G. The location and position in which a memorial is to be placed or erected on a lot shall be entirely subject to the approval, and shall be under the supervision of the management.
- H. No memorial extending above the surface of the ground shall be erected on lots designated as flush marker lots.
- I. Non-cemetery workers, in placing or erecting monuments, building foundation and other structures, or bringing in materials about such work, shall operate as independent contractors, but such work must conform to the regulations made by the Management.
- J. Non-cemetery workers, in placing or erecting monuments, building foundations and other structures, are prohibited from scattering their material over adjoining lots, or from blocking roads or walks, or from leaving their material on the grounds longer than is absolutely necessary, or from attaching ropes to trees or shrubs. When any heavy material is to be moved over lawns, planks must be laid to prevent injury.
 All excess materials not used on the foundation or the placing of the memorial or marker should be removed from the grounds by the contractor. A charge for cleanup of a gravesite may be sent to the contractor if the cemetery grounds are not left in good order.
- K. Damage done to lots, walks drives, trees, shrubs or other property by non-cemetery workers, dealers, or contractors, or their agents, may be repaired by the Management, and the cost of such repairs shall be charged to the dealer or contractor, or his/her principal.
- L. The Management reserves the right to stop all work of any nature when, in its opinion, proper preparations have not been made; or when work is being done in such a manner as to endanger life or property; or when work is not being executed according to specifications; or when any reasonable request on the part of the Management is disregarded; or when any person employed on the work violates any rule of the Management.
- M. While the Management will exercise all possible care to protect raised lettering, carving, or ornaments on any memorial or other structure, on any lots, it disclaims responsibility for damage or injury thereto.
- N. The Cemetery Authorities reserve, and shall have, the right to correct any error that may be made by its employees or by any other person or persons in the location or placing of a memorial in any cemetery.
- O. Should any memorial, mausoleum, or tomb become unsightly, dilapidated, or a menace to the safety of persons within the cemetery, the Cemetery Authorities shall have the right, after 30 days notice to the lot holder of record, whether to correct the condition or to remove the same, in either case at the expense of the lot holder.
 All memorials in any Catholic Cemetery, unless otherwise stated, are the personal property of the lot/grave holder of record.
- P. Soliciting memorial sales or memorial work within any cemetery is not permitted. Also not permitted is a display of the contractor's name on monuments or markers.

We, Buyer and Contractor, agree to abide by the rules and regulation stated above.

Buyer's signature: _____

Lot owner's signature: _____

(When purchasing a monument, Lot Owner's signature required or heir(s) if different from buyers)

Contractor's signature: _____