OPERATING PROCEDURES AND REGULATIONS

FOR

HISTORIC ST. MICHAEL'S CEMETERY

PENSACOLA, FLORIDA

BY

ST. MICHAEL’S CEMETERY FOUNDATION OF PENSACOLA, INC.

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Introduction

Cemeteries are integral components of communities and are generally established adjacent to the critical resource needed for their support— a population base. St. Michael's Cemetery, once a rural cemetery serving a colonial population, is today an eight-acre green space in the heart of urban, historic Pensacola, Florida. It is one of the oldest cemeteries in the state of Florida, and like most historic cemeteries, reflects the social history of the community with which it is associated.

St. Michael's Cemetery is a testament to the diverse history of Pensacola. The city drew immigrants from around the world, people who came to West Florida to make their fortunes or seek adventure. The cemetery is the resting place of Captains of Industry, victims of Yellow Fever epidemics and steam ship explosions, along with those who died in childbirth, as infants, and of old age. Tombstones in the cemetery reflect not only status and ethnicity of individuals but also reflect society as a whole on the Florida Gulf Coast frontier. There is a strong sense of place and identity in the cemetery, a feeling of community.

The origins of the cemetery are unclear, however, it certainly predates the oldest extant marker present on the site that dates back to 1812. Historical research suggests the general area around, if not in, St. Michael's was being used as a burial ground in the mid 18th century during the British occupation of Pensacola.

The first known formal survey of the cemetery documented to date was done in the early 19th century. In 1807 Pensacola was under Spanish rule and in an effort to confirm land claims, a survey of the city was ordered. When citizens petitioned for legal recognition of 30 arpents (approx. 25 acres) of land on the outskirts of the town for use as a cemetery, the area associated with St. Michael's Cemetery probably had already been utilized as a burying ground for a number of years.

Not surprisingly, over the past 200 years the cemetery has been impacted by natural aging, periods of neglect, clean up efforts, forces of nature, and episodes of vandalism. By the late 19th century, the cemetery was no longer in a rural setting outside the town limits; rather it was surrounded by a growing urban expansion. To accommodate urban growth, acreage was detached from the east and south borders of the original parcel reducing the cemetery from 25 to 8 acres in size. Graves were noted to be so thickly placed that often excavations for new burials exposed earlier ones. There are 3200 marked graves that have been identified in the cemetery and, based on historical and non-invasive scientific research there are a large number of unmarked graves.

As the cemetery moves into the 21st Century, The Foundation, which owns and regulates activities within and related to the cemetery, is following a management plan designed to both preserve the past and plan for the future. OPERATING PROCEDURES and REGULATIONS for the cemetery are modeled after those developed at other historic cemeteries in North America. Because burials do still occur in St. Michael's Cemetery, these OPERATING PROCEDURES and REGULATIONS are meant to insure that the site is managed in accordance with standards applicable to historic cemeteries as well as accommodate limited future burials on the site.
Acknowledgements

St. Michael's Cemetery Foundation gratefully acknowledges the following:

- Cover image: Funeral Notice for Mr. S. Bronnum, March 12, 1887, St. Michael's Cemetery.
- City of Savannah, Ga. and their Cemetery Management Plan. We relied heavily on their experience to guide us and in many places we copy them.
- The City of Pensacola, Escambia County and the State of Florida for helping to preserve for generations past, present and future, this historic treasure.
- Sharyn Thompson, Director of The Center for Historic Cemetery Preservation for her guidance in structuring our rules and for her guidance in St. Michael’s Cemetery Management Plan.

Preface

The purpose of this booklet is to establish Operating Procedures and Regulation (OP&R) for the safe, effective and efficient management of Historic St. Michaels Cemetery; acquaint owners of interment rights, funeral directors, monument companies, tour companies, visitors, and other persons interested in St. Michael's Cemetery with the OP&R. The Foundation has established the OP&R shown herein. They apply without exception, to every owner of a Right to Interment, companies doing business in the cemetery, and to every visitor to the cemetery.

These OP&R pertain to St. Michael's Cemetery and are issued by:

St. Michael’s Cemetery Foundation of Pensacola, Inc.
6 Alcaniz Street
Post Office Box 13602
Pensacola, Florida 32591

PHONE NUMBER (850) 436-4643

Date of Issue
January 25th, 2003
Last Updated: June 18, 2003

Rhoda Warren
Rhoda Warren, Chairman
St. Michael’s Cemetery Foundation of Pensacola, Inc.
Definitions

burial The disposition of human remains by earthen burial in a grave.

burial right The right to interment in a specific plot where a clear line of connection to original grantee can be established to the satisfaction of the St. Michael's Cemetery Foundation of Pensacola, Inc.

burial space A single space within a lot designated for the interment of one human body.

cemetery All land in and owned by or under the supervision and control of the St. Michael's Cemetery Foundation of Pensacola, Inc. (The Foundation).

cremains The cremated remains of a human body.

crypt A wholly or partially underground structure of suitable stone for the entombment of human remains or cremains.

disinterment The removal of the buried remains of a deceased person, the casket, if any, and the burial receptacle, if any, from the ground.

board The base upon which a marker, monument, or mausoleum is installed.

funeral procession Multiple vehicles traveling closely in an orderly fashion from a place where pre-interment services are conducted to a gravesite for burial.

The Foundation: St. Michael’s Cemetery Foundation of Pensacola, Inc.

headstone Also grave marker. A memorial placed upon a lot to identify individual graves.

interment The permanent disposition of the remains of a deceased human being by cremation, inurnment, entombment, or burial.

lot The subdivision of land in a cemetery for the interment of one or more persons.

marker Also grave marker or headstone. A memorial placed upon a lot to identify individual graves, and includes plaques, monuments, flagpoles, markers, or any other marking device introduced into the cemetery for any identification or memorial purpose.

mausoleum A stone or other suitable structure for the above-ground entombment of the dead.

monument A memorial erected on a lot principally to identify the family name.

perpetual care Cemetery lot maintenance including the raking and cutting of grass, preservation of graves and the removal of rubbish for all time thereafter. A perpetual care agreement does not include work on monuments, tombstones, markers, or other unusual care.

person Individual, partnership, association, society, organization or corporation.
<table>
<thead>
<tr>
<th><strong>Review Committee</strong></th>
<th>The subcommittee of The Foundation that reviews requests related to cemetery maintenance and rights to interment.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>St. Michael's Cemetery</strong></td>
<td>The owner of record and the controlling authority responsible for management of St. Michael's Cemetery.</td>
</tr>
<tr>
<td><strong>Foundation of Pensacola, Inc.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>vault</strong></td>
<td>A prefabricated receptacle for a casket or human remains usually placed below ground.</td>
</tr>
<tr>
<td><strong>visitor</strong></td>
<td>Any person or group of persons who enter the cemetery.</td>
</tr>
<tr>
<td><strong>trespassing</strong></td>
<td>To enter unlawfully upon the land of another.</td>
</tr>
</tbody>
</table>
Section I. **General Information**

a. **Information:** An answering machine is checked daily. To schedule activities call (850) 436-4643 or contact:

   St. Michael’s Cemetery Foundation of Pensacola, Inc.
   6 Alcaniz Street
   Post Office Box 13602
   Pensacola, Florida 32591

b. **Cemetery Fees:** Fees for interment and cemetery services shall be periodically reviewed and established by The Foundation.

c. **Cemetery Operations:** The cemetery is managed by the St. Michael’s Cemetery Foundation of Pensacola, Inc., hereafter referred to as “The Foundation.”

d. **Cemetery Visitation:** The cemetery is open from 8:00 a.m. until 7:00 p.m. daily from the first day of Spring until the last day of Summer; and 8:00 a.m. until 5:00 p.m. from the first day of Fall until the last day of Winter. Unauthorized entry after hours constitutes trespassing.

e. **Copy of Operating Procedures and Regulations:** may be obtained by contacting The Foundation or by downloading from [www.stmichaelscemetery.org/opr.pdf](http://www.stmichaelscemetery.org/opr.pdf)

f. **Enforcement of Rules:** The Foundation or its authorized representative shall enforce these OP&R, and exclude (orally or in writing) or remove (by law enforcement) from the property any person who violates the same.

g. **Exceptions:** Exceptions to or variances of rules contained herein are the purview of the Review Committee.

h. **Restoration Rights of the Foundation:** The Foundation or its representative exercises the right to enter upon any said lot or single grave space to correct any hazardous conditions. Additionally, no plantings, landscaping changes or marker placement can be made by individual right to interment owners without prior approval of the Review Committee of St. Michael's Cemetery of Pensacola, Inc. The Chairman of the Onsite Committee is responsible for maintenance of the Cemetery, such as landscaping and cleanup.

i. **Precedence of Florida Statutes:** It is the intent of the Foundation that Florida Statutes, Chapter 497, shall take precedence over any components of these OP&R in the event of a conflict.

j. **Right of Interment and Lots for Sale:** Unless prior family plot documentation exists to the contrary, vacant areas in the Cemetery are the property of the Foundation and are not intended for interment. Stated another way, there are no lots for sale, nor are owners of interment rights authorized to sell or transfer plots, Right of Interment or access to burial within existing plots.

k. **Service Requests:** For information not contained herein, or requests for service call the Foundation office at (850) 436-4643.
Section II. **Disclaimer of Responsibility**

a. **Disclaimer of Responsibility**: The Foundation shall take reasonable precaution to protect interment rights owners and the general public from loss or damage; but it disclaims all responsibility for loss or damage caused beyond its reasonable control including, but not limited to, damage caused by the elements, Acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority whether the damage be direct or collateral, other than as therein provided.

b. **Individuals or Groups visiting the Cemetery are responsible for their own safety whether or not a “Hold Harmless Agreement” has been signed.**
Section III. Vegetation Management

a. **Digging**: Digging or disturbing the surface is strictly prohibited without permission of the Foundation.

b. **Flowers and Arrangements**: Glass or ceramic containers or accessories are not permitted in the interest of public safety. Fresh and artificial flower arrangements will be removed when in the judgment of the Foundation they become unsightly.

c. **Holiday or Special Events Arrangements**: Holiday or special event arrangements and floral pieces can be placed in the cemetery ten (10) days before a Holiday of Special Event. Maintenance personnel will remove arrangements or floral or other arrangements/pieces from a cemetery lot after the Special Event.

d. **Picking vegetation**: No person shall pluck or remove any plant or flower, either wild or cultivated, from any part of the cemetery without prior approval of the Foundation.

e. **Removal of Funeral Designs**: After an interment, funeral designs and floral pieces must be removed from the cemetery by the funeral home or family of the deceased after five (5) days.

f. **Removal of arrangements, landscape debris**: All debris resulting from the removal of floral arrangements or from raking or weeding activities must be removed from the cemetery. No trash is to be left on site.

g. **Vegetation Establishment and Removal**: Permission from The Foundation is required before planting or removing trees, shrubbery or plants from a cemetery lot or other cemetery property. The Foundation, acting for the best interest of the cemetery, shall have authority to prune, remove or transplant any tree, shrub, plant or other vegetation upon any lot when deemed such a course is necessary for safety or the general well-being of the Cemetery.

h. **Trees**: The Foundation is in the process of developing a tree management plan. Such a plan is envisioned to control and manage tree growth in the best interest of the Cemetery. Trees depend on their root systems for life, as such the severance of a single large root can spell demise of a relatively ancient tree. Large, old trees that have propagated root systems into burial spaces remain a major natural, living resource for the Cemetery and every effort will be made to protect and spare them from harm. In those instances where a tree is causing damage to monuments, the Foundation will work with the respective plot/grave owner of interment rights to preserve the gravesite and associated monuments. New trees will be planted and managed to prevent burial site, grave and monument damage.
Section IV. Interment and Disinterment

a. After-Hour Interments: Interment services must be completed, graves must be closed, and all persons associated with the funeral must be out of the Cemetery by dusk.

b. Funeral Directors' Responsibilities: The Funeral Director is responsible for the actions of all vehicle drivers or others employed by them while within the cemetery grounds. All Funeral procession vehicles are to be parked outside of the Cemetery along Florida Blanca St. or on the grass east of the Cemetery. Funeral Directors are responsible to arrange for movement of non-ambulatory attendees at graveside services. (The Foundation will provide Golf Cart transportation in and about the Cemetery in the near future.)

c. Funeral Service Tents: Tents, chairs, or other items used for an interment service must be removed immediately after the funeral service has concluded by the rightful owner or authorized user of such items.

d. Grave Opening and Closing: Graves must be opened by hand. The Foundation will approve who may and/or may not open a grave in the cemetery. All interments and disinterments shall be done under the supervision of the Foundation or its agent and in conformance with all state and city health laws. All graves must be closed immediately following the interment ritual. The Foundation or its agent will supervise grave closing, which is the responsibility of the party exercising the Right of Interment.

e. Grave Soil: Excess soil, that is, soil that cannot be mounded upon the burial site will be removed from an interment site within twenty-four (24) hours after interment. The foregoing mound of dirt directly over the interment site will be removed (weather permitting) within two (2) weeks. Soil shall not be redistributed within the cemetery, unless previously approved by the Foundation.

f. Interfering Monuments: Any monument or marker on a lot that interferes with the opening of a grave must be moved before the grave is opened. An additional expense may be incurred for this work. This expense will be billed to the interment rights owner or the Funeral Director (Home). Monuments or markers that are temporarily moved and placed on an adjacent lot must be restored to its proper location within five (5) days. Repair of damages to adjacent markers or gravesites will be billed to the Funeral Director (Home).

g. Interment Arrangements: the Interment Rights owners or an agent of the Interment Rights owners will make no interment, disinterment or re-interment without proper, prior arrangements with the Foundation. Interment must be scheduled at least twenty-four (24) hours prior to the funeral service.

h. Interment Fees: An interment fee of $2500.00 is hereby established and shall be collected by the Foundation in full before grave opening is permitted. Grave opening and closing is the responsibility of the party exercising the Right to Interment.

i. Interment Orders: The Foundation shall not be held responsible for any interment authorization given verbally or by telephone, or any mistake occurring from the lack of precise and proper instructions as to the particular space, size and location in a lot where an interment is desired. Interment orders must be filed with the Foundation by next-of-kin, the interment rights owners or their agents.
j. **Interment (Burial) Permits:** Funeral Directors shall present appropriate permits for all interments, disinterment, and re-interment to the Foundation prior to entering the cemetery for interment, disinterment or re-interment.

k. **Interment Space Capacity:** Only one (1) vault for full interment shall be allowed per burial space. Vault type must meet standards set forth by the Foundation. A list of approved vendors is shown at Appendix “A.” No more than one (1) additional urn of ashes or cremains may be interred in addition to that vault for full interment per burial space if space permits. No more than two (2) cremains urns of ashes or cremains with a cremation burial vault may be interred in a single space. No more then two (2) infant burials (vault required) shall be allowed in any regular burial space and will be allowed only if adequate space for these burial containers is available.

l. **Lifting and Lowering Devices:** Monument companies, funeral directors, vault companies and/or their agents will be responsible for providing the necessary equipment for the installation of caskets, vaults, or any other devices for handling, lowering or lifting. Unless approved by the Foundation representative, all heavy equipment must remain on the service road. **Trucks shall not be driven over marked graves.**

m. **Right to Interment:** Interment in St. Michael's Cemetery is by Right. (Note: There is a lack of documentation supporting original purchases of space in the cemetery and original owners are no longer living. Because no documentary link passing on right to burial in a family plot can be established and because a large number of individuals may claim use of existing space associated with earlier family interments, those wishing to exercise a right of burial in St. Michael's must establish a right to interment.) No remains shall be interred except by prior written consent of the Foundation. When properly established, a Right to Interment cannot be sold or transferred.

n. **Right to Interment Forms:** Interested parties may obtain Right to Interment forms from St. Michael’s Cemetery Foundation of Pensacola, Inc./ P.O. Box 13602 / Pensacola, Florida 32591. The Form is shown in Appendix “D” and may be reproduced for use in lieu of obtaining a Form from the Foundation.

o. **Space Selection:** Interment Rights owners are subject to the following restrictions: If the desired space is occupied by an unmarked burial, interment cannot proceed. Additionally, if a mature tree is adjacent to the space indicated for interment, a determination of root damage must be done. Interment cannot take place if doing so would result in the loss of a mature tree. Lastly, desired space must accommodate placement of vault.
Section V. Procedures and Standards for Burial Vaults, Monuments and Markers

a. Cleaning Stone Work and Metal Fencing: When used, pressure-washing equipment will be under the supervision of a qualified representative of the Foundation. The only chemical authorized for cleaning stone work is “light water” (hydrogen peroxide). Owners of Interment Rights or family members may request cleaning of the Foundation. Only authorized personnel may clean metal fencing.

b. Cemetery working hours: Hours established for stone or memorial installation, or other work in the cemetery will be Monday through Saturday, 8:00 a.m. until 5:00 p.m. No work shall be done on Sundays or holidays unless specifically authorized by the Foundation.

c. Inspections: The erection, placement, and maintenance of monuments, headstones, vaults, and mausoleums shall be under the supervision of a qualified representative of the Foundation. All boards for monuments, headstones and large single markers must be a minimum of two (2) inches thick. Twenty-four (24) inch long by twelve (12) inch wide flat single markers must have a light board (approximately one (1) inch thick).

d. Markers: New markers are to be consistent in size and design with existing architecture adjacent to the proposed new marker. Appendix “C” is the request form for new Memorial Installations. No artificial coloring shall be used on any monuments, headstone, vault, mausoleum, marker or other similar kind of structure in the cemetery with the exception of highlight lettering only. Replacement markers must be approved by the Foundation. No existing markers may be removed or discarded.

e. Offensive Objects: If the Foundation determines that any marker, effigy, structure, or object whatsoever, or any inscription placed in or upon any lot or marker is offensive or injurious to the appearance of surrounding lots or grounds, the Foundation or its authorized representative shall have the right to enter upon such lot and to conceal such offensive object or inscription. The Foundation will attempt to notify interment rights owners when an offensive object has been placed on their lot with or without their knowledge to provide them with the opportunity to correct the offensive conditions. If they fail to correct those conditions in the time specified by the notification, which will be no more than 72 hours after notification, unless otherwise arranged with the Foundation, the Foundation will remove the offending object or inscription and charges for removal of offensive objects or inscription will be billed to the owner of the interment rights.

f. Plans and Specifications: The Review Committee shall approve such plans and specifications and permit the erection and maintenance of monuments, headstones, markers or other structures whenever it is satisfied that such vaults or mausoleums meet requisite standards. Markers will consist of naturally occurring material unless the Review Committee has approved another material.

g. Responsibilities of Monument Companies: Monument companies or stone installation agents shall be responsible for any stone and/or turf damage they cause and will repair the damage to the satisfaction of the Foundation within a reasonable time, or in the event the Foundation repairs the damage, will reimburse the Foundation for expenses incurred.

h. Standard Grave Dimensions: The standard excavation for a burial vault shall be thirty-nine (39) inches wide, ninety-seven (97) inches long, and sufficiently deep enough to allow a minimum of eighteen (18) inches of dirt over top of the vault. The maximum outside dimensions (including handles) of a burial vault will be reviewed on a per-burial situation depending upon the weight and size of the deceased. No person or persons except an authorized representative of the Foundation shall alter the size of a grave opening for any reason. Oversize vaults (jumbo and XL jumbo) will require
additional grave space and the interment fee is subject to being assessed at one and one-half times the normal interment fee, if space permits. Grave Openings or vault placements shall not take place until death occurs and interment is authorized by a designated representative of the Review Committee.

i. **Stone Work Restrictions:** Work on any monuments, headstones, vaults, mausoleums, markers, memorials or other similar structures must be approved by the Foundation. No vault or mausoleum shall be erected or placed in the cemetery unless the plans and specifications thereof, the materials to be used in connection therewith and the manner in which such vault or mausoleum is to be erected or placed in the cemetery have been approved by the Foundation and a written permit is issued for that purpose.

j. **Temporary Movement of Monument or Markers:** Arrangements must be made with the Foundation to replace any monument or marker that is to be temporarily moved for interment service before a permit will be issued for moving. All monuments or markers temporarily moved must be replaced within twenty-four (24) hours of the initial move. If markers or monuments are damaged when they are moved, the party who causes the damage is responsible for repairs. These repairs must be completed to the Foundation's standards, and if required by the Foundation. Vendors offering repair service are listed in Appendix “A.” Appendix “B” contains the requisite forms for repair of Markers and other fixtures. A professional stone conservator or technician must repair damage.

k. **Vaults:** The weight of cement vaults makes their use within the cemetery prohibitive. Only those vaults that can be hand carried by no more than four people are authorized. Current vaults made of steel or polypropylene are the only ones authorized. As future technology improves the design and weight of vaults, additional vault types may be authorized.

l. **Work Permits Required:** No work of any description shall be done or placed upon a lot or space unless the appropriate work permit has been obtained from and signed by the Foundation or its agent. This requirement applies to the cutting of any inscriptions, setting of markers, and to the addition or removal of any monument, marker, slab, coping, corner posts, cradle, or any other structure on the lot. It shall be the responsibility of the Monument Company or agent installing the structure to provide names, lot location, types and sizes of structures for installation. Markers cannot be arbitrarily placed for unmarked graves. Documentation supporting an individual's interment in a specific location is required prior to placement of marker.
Section VI. Special Activities or Events in St. Michael’s Cemetery

a. **Approved Activities:** The Foundation’s Review Committee must approve any special activity or event on St. Michael’s cemetery property. Permissible activities include, but are not limited to, holiday/memorial services, weddings, monument unveiling ceremonies; educational, historical or cultural awareness tours; public recognition ceremonies, religious events, family or church gatherings, photography or nature appreciation activities, conservation, beautification, cemetery improvement activities or any other activity approved by the Review Committee.

b. **After-Hour Activities:** Permission for after-hour (5:00 p.m. to 8:00 a.m.) activities must be requested of the Foundation at least one week in advance. After-hour fees at rates fixed by the Foundation shall be paid in advance of after-hour activities. Before approval of after-hour’s events, the Foundation will determine whether or not additional security is required.

c. **Group Registration:** Groups with ten (10) or more people must register with the Foundation as shown in the Preface or General Information. Group leaders must be familiar with the cemetery OP&R and insure compliance with applicable portions thereof.

d. **Restricted Activities:** Athletic events, treasure hunting, loud gatherings and other activities or events determined to be offensive, disrespectful, or disruptive to the dignity and character of the cemetery will not be permitted.
Section VII. Conduct of Persons in St. Michael’s Cemetery

a. Advertising and Solicitation: No person shall bring into the cemetery, or display therein, any sign of an advertising nature other than those normally placed on vehicles, uniforms or tents. No solicitation for work of any kind shall be allowed. Vendors who provide gratuitous services may display discrete and tasteful business signs on their immediate location.

b. Alcohol: No beer, wine, liquor, or other alcoholic products are permitted within the cemetery ground, except by approval of the Foundation. No intoxicated, or otherwise disorderly person will be permitted on the grounds.

c. Animals: No animals will be allowed on the cemetery grounds, except those assisting blind or deaf or other visitors with physical impairments that require animal assistance.

d. Children: No person under the age of eighteen (18) shall be permitted into the cemetery unless that person is under the supervision of a responsible adult.

e. Clothing: Shirts and shoes must be worn at all times. Bathing suits or clothing with offensive language, prints or designs are not in keeping with the spirit of solemnity and dignity of the Cemetery and are therefore, not welcomed.

f. Firearms: No firearms are permitted except: in connection with a military funeral or similar occasion; by law enforcement officers; or, by special permission of the Foundation.

g. Intrusion: Casual visitors to the cemetery, who are not members of the funeral procession or party, may not intrude upon a funeral party or loiter about an open grave. Intrusion into the Cemetery after authorized hours is trespassing and will be referred to law enforcement authorities.

h. Music: Only music that is in conjunction with an official function approved by the Foundation is authorized. Playing of radios, tape players or such is not permitted on cemetery grounds without permission of the Foundation.

i. Monument or Headstone Rubbing: Because of the long-term destructive effects, monument or headstone rubbing by any person is prohibited.

j. Noise: Loud conversations or offensive language is disruptive of the respectful atmosphere that is due the deceased and their surviving families. Visitors are requested to comply with a spirit of respect while visiting St. Michael’s Cemetery. All persons within the Cemetery who are in the immediate vicinity of an interment must cease activities or operation and remain silent during the services.

k. Respect for Property of Others: No person or persons shall sit, rest, or lean on monuments, markers, or statues. Any person who causes damage, intentionally or unintentionally, is responsible for resulting damages and will be held financially responsible for such damage.

l. Smoking: Smoking within the Cemetery boundaries is prohibited.

m. Treasure Hunting: Treasure hunting is not allowed. Metal detectors are prohibited except for official purposes. No artifacts may be removed from the cemetery without the written permission of the Foundation.
n. **Waste Disposal:** Visitors should use established waste containers for the disposal of rubbish, waste and debris. Littering is prohibited. Interment rights owners are responsible for removing any debris generated by flower arrangement removal, weeding, or raking activities.
Section VIII. Vehicle and Traffic

a. **Damage Reporting:** The operators of vehicles must immediately report to the Foundation any damage to trees, shrubbery, turf, signs, coping, lot markers, monuments, utilities, or structures caused by the vehicle within the cemetery.

b. **Funeral Processions:** All funeral processions must be lead by a licensed Funeral Director. The Funeral Directors are responsible for all vehicles in a funeral procession. All vehicle and traffic regulations must be observed. Funeral Directors must ensure that vehicles are parked properly for an interment service. Due to the limited space on the service road, only essential vehicles may enter the cemetery. All other vehicles must be parked on Floridablanca St. or the vacant lot both of which are east of the Cemetery.

c. **Monuments and Markers:** Under no circumstances shall a vehicle be driven over monuments or markers in the cemetery.

d. **Parking:** Parking space within the cemetery is extremely limited. Vehicles should be parked outside the cemetery unless the driver or passenger is handicapped. Once the Foundation provides Golf Cart transportation, no vehicles will be permitted within the Cemetery except as authorized herein with exceptions by the Foundation on a case-by-case basis. Vehicles shall not drive or park on gravesites or in open areas of turf. Only authorized vehicles being used for approved activities are permitted off the roadways and must be supervised by a representative of the Foundation. Vehicles must not block roadways from other traffic.

e. **Permitted Off-Road Activities:** The following vehicles will be allowed to operate over gravesites and in open areas of turf for approved activities and under the direct supervision of a representative of the Foundation provided that the vehicle operates with appropriate turf tires or on pads that are a minimum of 3/4” thick, when the specified activity cannot be reasonably completed from the road shoulder:

   1. Tractors, riding mowers, spray vehicles, and other equipment used specifically for grounds maintenance activities;
   2. Trucks, brush chippers, leaf vacuums and other equipment used for debris removal operations after severe weather incidents;
   3. Backhoes, trenchers, and other equipment used for utility installation and maintenance; Hydraulic lifts, boom trucks, loaders and other equipment handling monuments that weigh over four hundred (400) pounds;
   4. Hydraulic lift devices used for disinterment; Personal wheelchair and other specialized medical equipment to allow access to those persons with physical disabilities;
   5. Other equipment authorized by the Foundation required for cemetery maintenance activities that cannot be reasonably completed from the road shoulders.

f. **Responsibilities of Agencies:** Funeral Directors, monument companies, tour guides and other agencies will be held responsible for the actions of all vehicle drivers or others employed by them or under the control or supervision thereof within the grounds of the Cemetery.

g. **Restoration of Turf:** The operator of a vehicle used on a turf area must restore any damage to the turf before leaving the area, including: filling ruts and removal of any tire tracks or other vehicle or equipment.
h. **Restricted Off-Road Activities:** Vehicles used for the following operations are strictly prohibited from operating within the Cemetery boundaries, unless specifically authorized by the St. Michael's Cemetery Foundation:

1. Hearses, limousines or other vehicles used in funeral processions;
2. Vehicles and equipment used for transporting persons or small equipment;
3. Trucks and equipment used for placing vaults, tents, chairs, and monuments weighing four hundred (400) pounds or less;
4. Tour vehicles, recreational vehicles, buses;
5. And, all other vehicles not specifically authorized by the St. Michael's Cemetery Foundation.

i. **Speed Limit and Traffic Rules:** Vehicles shall not be driven through the grounds at a speed greater than five (5) miles per hour and must always be keep on the right hand side of the cemetery roadway. Vehicles may not be driven off road except under the supervision of the Foundation or its representative.

j. **Vehicle Size Restrictions:** Vehicles over thirty-five (35) feet in length or over twelve (12) feet in height shall not be permitted in the cemetery. Trailers or combination type vehicles shall not be permitted on cemetery property. Exceptions may be granted upon request. All other vehicles except as noted must park outside the confines of St. Michael’s Cemetery.
Section IX. **Tourism**

**a. After-Hour Tours:** Permission for after-hour (sunset to sunrise) tours must be requested at least one week in advance of the tour. Due to additional expenses incurred by the Foundation, any tour in progress when a cemetery closes will be charged an after-hour tour fee. After-hour tour fee is $20.00 for the first half hour and $50.00 for each portion of an hour thereafter.

**b. Conflicts and Exclusions:** Simultaneous separate tours may be authorized by the Foundation. De-confliction between simultaneous tour groups is the responsibility of respective tour guides. Tours will maintain at least fifty feet of separation from open graves or funeral services. The Cemetery Foundation or its authorized representative has the discretion to exclude tours from any portion of the cemetery when necessary for safety or to avoid disruption of work in progress.

**c. Damage Reporting:** Tour guides shall immediately report any damage to trees, shrubbery, turf, coping, lot markers, roadways, or structures caused by tour guests to the Foundation. The tour company will be responsible for compensating the Foundation for any damage to cemetery property.

**d. Parking:** Tour service vehicles must park on the east side of the Cemetery along Florida Blanca St. and under no circumstances may be parked within the cemetery.

**e. Tour Guide Procedures:** All cemetery tours must have a Tour Guide who is responsible for the tour party. Tour Guides must have authorization by the Foundation to direct a tour in the cemetery. Tour Guides must be familiar with and agree to abide by the rules and procedures contained herein that pertain to Tour Groups or other Cemetery related matters. Tour Guides should make arrangements for non-ambulatory members of the tour party. Guides shall insure that tours refrain from alcohol consumption, smoking, or loud conversation on cemetery property. Guests shall not be allowed to intrude upon a funeral party or loiter about an open grave. Firearms by tour members are prohibited.

**f. Tour Registration:** All cemetery tours must register with the Foundation, during normal work hours and before entering the cemetery. Normal work hours are 8:00 a.m. and 5:00 p.m., Monday through Friday.

**g. Types of Tours:** Walking tours of the cemetery tours may be conducted during the hours between sunrise and sunset, seven days a week unless otherwise authorized by the Foundation.

**h. Waste Disposal:** Each tour must provide its own means of waste disposal. No debris from a tour is to be left on cemetery property.
**Appendix “A”**

**LIST OF VENDORS-SOURCES FOR MEMORIAL (MONUMENT) WORK**

<table>
<thead>
<tr>
<th>Vendor/Company</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch Henderson Memorials (B.A. Davis)</td>
<td>c/o Holy Cross Cemetery, 1300 E. Hayes St, Pensacola, FL 32503</td>
<td>944-1710</td>
</tr>
<tr>
<td>Jay Monument Company</td>
<td>3598 Hwy 4, Jay, FL 32565</td>
<td>(850) 675-6720, 994-4314</td>
</tr>
<tr>
<td>Bayview Memorial Park</td>
<td>3351 Scenic Hwy, Pensacola, FL 32503</td>
<td>432-7805</td>
</tr>
<tr>
<td>Joe Morris Funeral Home</td>
<td>701 N. DeVilliers, St, Pensacola, FL 32501</td>
<td>432-3436</td>
</tr>
<tr>
<td>Eastern Gate Memorial Gardens</td>
<td>1985 W. Nine Mile Rd, Pensacola, FL 32534</td>
<td>479-9223</td>
</tr>
<tr>
<td>Lewis Funeral Home</td>
<td>6405 W. Hwy 90, Milton, FL 32570</td>
<td>623-6345</td>
</tr>
<tr>
<td>Ferry Pass Marble &amp; Granite Company</td>
<td>410 Olive Rd, Pensacola, FL 32514</td>
<td>476-1355</td>
</tr>
<tr>
<td>Pensacola Marble &amp; Granite Company</td>
<td>1801 N. Palafox, St Pensacola, FL 32501</td>
<td>432-4867</td>
</tr>
<tr>
<td>GLMCO Memorials</td>
<td>3979 State Hwy 2 West, Defuniak Springs, FL 32433</td>
<td>(850) 834-4345</td>
</tr>
<tr>
<td>Pensacola Memorial Gardens</td>
<td>Sales Office, 7433 Pine Forest Rd, Pensacola, FL 32526</td>
<td>944-0535</td>
</tr>
<tr>
<td>Green's Monument Company</td>
<td>4960 N. Century Blvd, Century, FL 32535</td>
<td>256-3909</td>
</tr>
<tr>
<td>Reed's Funeral Home</td>
<td>3220 N. Davis Hwy, Pensacola, FL 32503</td>
<td>433-7616</td>
</tr>
<tr>
<td>Hinote Memorials</td>
<td>4956 Hwy 90, Pace, FL 32571</td>
<td>994-4314</td>
</tr>
<tr>
<td>South Alabama Monument Company</td>
<td>304 E. 2nd St, Bay Minette, AL 36507</td>
<td>(251) 937-6904</td>
</tr>
</tbody>
</table>
APPENDIX “B”
REQUEST FOR REPAIR OF EXISTING MARKER
ST. MICHAEL’S CEMETERY

I (We) wish to apply to have an existing marker at St. Michael's Cemetery repaired
Name of applicant(s): ___________________________________________________________________
Address: ________________________________________________________________________________
Phone number: __________________________________________________________________________
Relation to deceased's marker: ___________________________________________________________________
Name inscribed on marker: _____________________________________________________________________
General location of marker (please indicate below)

Indicate general location of plot below.

<table>
<thead>
<tr>
<th>Convention Center</th>
<th>Chase Street</th>
<th>Floridablanca St</th>
<th>Cognition Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>East Main Entrance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Main Entrance</td>
<td>Southwest Entrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alcaniz St.

Marker material type: _____________________________________________________________________
Description of damage to be repaired (please include recent photo of marker):
_____________________________________________________________________________________
_____________________________________________________________________________________

Repairs to be done by:
Company/Individual name*: ______________________________________________________________
Address: ______________________________________________________________________________
Phone: ________________________________________________________________________________
Repairs to be paid for by: ________________________________________________________________

*Please note that all work in St. Michael's cemetery must be conducted by companies/individuals approved by the Foundation.

Attach proposal from company/individual detailing repair proposal and materials to be used.

Submit to:

Review Committee
APPENDIX “C”
REQUEST FOR NEW MEMORIAL INSTALLATION
ST. MICHAEL’S CEMETERY

I (We) wish to apply for the right to install a memorial marker at St. Michael's Cemetery.

Name of applicant(s): ___________________________________________________________________
Address: ______________________________________________________________________________
Phone Number: _______________________________________________________________________
Name of deceased: _____________________________________________________________________
Date of death: _________________________________________________________________________

Right to Interment documentation attached (do not send originals)
Location of burial plot: __________________________________________________________________

Indicate general location of plot below.

<table>
<thead>
<tr>
<th>Convention Center</th>
<th>East Main Entrance</th>
<th>West Main Entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chase Street</td>
<td>St. Michael’s Cemetery</td>
<td>Alcaniz St.</td>
</tr>
<tr>
<td></td>
<td>Cognition Center</td>
<td></td>
</tr>
</tbody>
</table>

 Floridablanca St

Type of monument material to be used: _____________________________________________________
Dimensions of marker: __________________________________________________________________
Wording to be used: _____________________________________________________________________

____________________________________________________________________________________

Brief description of overall marker (use sketch if necessary):

Monument company to supply marker*: _____________________________________________________
Installation of marker by: _______________________________________________________________

*Please note that all work in St. Michael's cemetery must be conducted by companies/individuals approved by the Foundation.

I ____________________________ represent my family in this matter. I attest that I have consulted all interested family members concerning installation of a marker and that I have their approval to proceed with the installation of a marker.

Submit to:
Review Committee
St. Michael's Cemetery Foundation, Inc.
P.O. Box 13602
Pensacola, Florida 32591

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APPENDIX “D”

RIGHT OF INTERMENT REQUEST FORM
ST. MICHAEL’S CEMETERY

I wish to apply for the right to interment in St. Michael's Cemetery:

Name:

Address:_______________________________________________________________________

Telephone Number:_______________________________________________________________________

I claim right to interment in St. Michael’s Cemetery because (attach additional pages as required):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Family Name(s) of plot and names and relationship of others buried in this plot:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

• Please indicate the general location of the plot on the Overhead Diagram of St. Michael’s Cemetery (Appendix “E”) of St. Michael’s Cemetery OP&R.

• The attached documents support my claim to interment rights in St. Michael's Cemetery.

• I have consulted with other interested parties in my family and they relinquish their right to the burial space being requested (please enclose written consent by each interested family member)

• Normal interment or Cremains (please circle one).

Signature of Applicant (s)__________________________________________________Date__________

State of _______________________.
County of _______________________.

Before me, the undersigned authority personally appeared and, ________________, who being first duly sworn, stated that the foregoing is true to the best of (select one) his/her/their knowledge and belief. Sworn to and subscribed before me this ____ day of _________, 20__.

Notary Public
My commission expires: ________________

Submit to:
St. Michael’s Cemetery Foundation of Pensacola, Inc.
Post Office Box 13602
Pensacola, Florida 32591
APPENDIX “E”
OVERHEAD DIAGRAM OF ST. MICHAEL’S CEMETERY

St. Michael's Cemetery

Map drafted by Teresa Aberle and Johan Liebens