



**WESTLAKE I.O.O.F. CEMETERY**  
**3101 J.T. Ottinger Road**  
**Westlake, Texas 76262**  
**817-430-0941**

**Rules and Regulations for Flowers and Decorations**

1. Removal of Flowers and Decorations at any time. The Town reserves the right to remove all flowers, wreaths or other decorations from plots at any time. Such removal may be due to safety, unsightly appearance or because such removal is deemed necessary by the Town.
2. Spring and Fall Cleanups. The grounds will be cleared of decorations twice a year. Spring cleanup begins March 1 and Fall cleanup begins October 1. Weather or other circumstances may delay the start date of said cleanups. In order to save any decorations placed upon a grave, decorations should be removed prior to these dates. Decorations may be returned to the graves or new decorations placed on graves beginning April 1 and November 1 respectively. Temporary decoration may be placed on gravesite for five (5) days prior to an anniversary, birth date or national holiday. All decorations must be removed two (2) days after the anniversary, birth date or holiday. A request form must be completed to place temporary decorations on a grave site.
3. Flower Arrangements. Fresh flower arrangements are allowed on plots in a permanent bronze vase or a disposable vase. Silk flower arrangements are only allowed to be placed in a permanent bronze vase.
4. Flags. Flags may be placed on graves on Memorial Day, the Fourth of July, Flag Day, and Veteran's Day, provided that such flag is not larger than 8 inches by 12 inches (but may be smaller in size.) Flags are subject to removal by Town staff after ten (10) days of the above listed holidays.
5. Grave Blankets. Blankets may be temporarily placed on gravesites for five (5) days prior to an anniversary, birthday or national holiday. All blankets must be removed two (2) days after the anniversary, birthday or holiday. A written request must be completed to place blankets on a gravesite.
6. Prohibited Items. Glass is prohibited at all times. Devotional lights of any type are prohibited in the cemetery. No decorations of any type are permitted in trees or cemetery plantings. Other items that are prohibited include, but are not limited to, the following: plants, plantings, shepherd's hooks, standup decorations, coping, curbing, decorative rocks, fencing, hedging, grave mounds, borders, solar lighting, enclosures or items that are worn, deteriorated, or cause visual clutter.
7. Removal of Unauthorized Items. The Town shall have the right to remove all flowers, plants or objects if the appearance or condition of those items warrant removal or if the objects or plants

violate the Rules and Regulations of the cemetery. The Town will not be liable for such removal or for the loss of any objects, plants or flowers.

### Markers and Monuments

1. Approval and Permit Required. Markers, monuments or other memorials must be approved by the Town Manager prior to installation. In order to obtain approval and a permit, the Certificate holder must submit a sketch of the marker or monument showing the dimensions, material content, lettering and any other information as requested by Town staff. All markers, monuments or memorials must be made of the stone materials or bronze and approved by the Town Manager. All markers, monument or other memorial foundations shall be placed by Town staff or agents of the Town only. Corner markers are allowed on all lots and must be installed at grade level.
  - a. Benches - One bench per gravesite may be placed at the foot or head of the gravesite. The bench must have a concrete pad and be approved by the Town Manager prior to installation. Benches are required to be made of stone or metal materials and must be pre-approved by Town staff.
  - b. Monuments – Upright monuments are required to be made of stone materials, may not exceed four (4) feet in height and eight (8) feet wide for a double marker and four (4) feet wide for a single marker and must be pre-approved by Town staff before being placed on a gravesite.
    - i. Monuments may only be placed on the Certificate holder’s gravesite and only in the specified areas as marked by the Town, at the head and foot of the space
    - ii. Flush ground monuments are required to be made of stone or bronze materials
    - iii. Foot markers may be placed at the foot of the gravesite and made of stone materials and must be flush ground monuments.
    - iv. All monuments must be placed on a concrete base.
2. Fees Must be Paid. All fees or amounts due (including any installation fee) on a plot must be paid in full prior to the placement of any marker, monument or other memorial on the plot.
3. Removal Required. In the event a memorial, monument or marker is placed in a location where it is necessary to remove it for an interment or disinterment, the Town shall have the right to remove such memorial, monument or marker without notice.
4. Memorial Placement. Memorials shall be set in accordance with the general plan or map for the cemetery. No more than two (2) memorials, markers, or monuments may be placed on a grave, one at the head and the other at the foot, unless otherwise approved by the Town.
5. Change in Placement. The Town may correct any error that may occur in the placing of a foundation or memorial, marker, or monument. There shall be no liability for the actions taken by the Town in correcting such an error. Any costs incurred to relocate an incorrectly placed monument that was not pre-approved will be billed to the Certificate holder.

6. Photographs / Porcelain Material. Photographs and porcelain material may be incorporated into any memorial, monument or marker upon approval of the Town Manager. No protective glass or breakable material of any kind will be allowed on the memorial, marker, or monument.