



9900 Braddock Road, Fairfax, VA 22032
703-323-5202 (office)
703-323-5324 (fax)
www.fmpark.com

POLICY GOVERNING MEMORIALS PURCHASED FROM OR INSTALLED BY OUTSIDE VENDOR*

*THESE REGULATIONS ARE IN ACCORDANCE WITH THE ROSEBROUGH CASES

Fairfax Memorial Park requires the following **prior** to marker installation by outside Vendor:

1. **Certification Form** signed by both Owner(s) and Vendor, and with their initials that acknowledge receipt of copies of this policy and the Rules & Regulations booklet.
2. **Certificate of Insurance with Fairfax Memorial Park as a Named Insured**, provided by Vendor who must carry public liability insurance of at least \$300,000.
3. **Evidence** that Vendor's employees are covered by **Worker's Compensation Insurance**.
4. **Sketch** – Vendor must provide Fairfax Memorial Park with sketch that includes detailed information necessary to show compliance with specifications in Policy Governing Memorials Purchased From or Installed By Outside Vendor, i.e., materials, size, finish, lettering, anchor bolts and their exact position on reverse side of marker.
5. **Fees**
 - a. Vendor must pay Fairfax Memorial Park a fee for installation related services performed by the **Cemetery**—according to product specifications under 'Policy Governing Memorials – Price'—including, but not limited to, inspection of any work performed by the Vendor.
 - b. Vendor must pay Fairfax Memorial Park a **\$400 fee** for installation related services performed by the **Vendor**.
6. **Paperwork**
 - a. Pages 7 and 8 are to be signed by Vendor and Owner(s) and sent to Cemetery representative alongside sketch for approval. **Signed paperwork should be mailed to Cemetery.**
 - b. Fees should be sent to Cemetery upon approval of paperwork. Once Cemetery has received and processed fees, drop off and/or installation date can be scheduled with Vendor. Acceptable forms of payment are:
 - i. **Paper checks** made payable to 'Fairfax Memorial Park' with subject line 'Installation Fee.' Drop off and/or installation can be scheduled once check has cleared.
 - ii. **Card payments** processed with a Cemetery representative. Drop off and/or installation can be scheduled once payment has processed.

**POLICY GOVERNING MEMORIALS
PURCHASED FROM OR INSTALLED BY OUTSIDE VENDOR**

Approval will be granted by the Cemetery to allow the purchase and installation of a memorial from a source other than the Cemetery, provided the memorial complies with all specifications outlined herein and in accordance with the Cemetery's Rules and Regulations. All memorials and foundations shall follow the standards permitted in the section where the memorial will be installed. All foundations shall be of the size and material specified by the Cemetery, and location of vase holes shall be uniform as specified by the Cemetery. **Markers cannot be placed until the burial space, and, when applicable, the second right of interment, is paid in full.** For a companion marker, both burial spaces must be fully paid. The term "burial space" shall mean a space for interment and shall include lot, site, plot, grave, crypt and niche.

MATERIAL:

Bronze:

Not less than 87 % copper

Not less than 4 ½ % tin

Not more than 3 ½% lead

Not more than 5% zinc

All other elements not to exceed 1%

Foundation:

The size, type and color of the foundations must conform to those that are being installed by the Cemetery in the area where the memorial will be placed.

Anchor Bolts:

Four anchor bolts at least 5/16 inch in diameter and with 2 inches of length exposed must be set on the reverse side of the marker, one in each quarter.

SIZE:

All markers must be of the flat or surface type, set even or flush with the surface of the ground. The size must be as shown below. Vase holes are centered left to right and above center line as shown below. Approval is required by Cemetery for vase hole to be placed in granite. Size specification sheets can be sent upon request.

	Marker Width x Height	Center of Vase Hole above Center Line
Baby*	16" x 8" 10" x 20"	

Child*	10" x 20" 20" x 10" 22" x 10"	
Individual Site	24" x 12" 24" x 14" 16" x 24" 24" x 30"	3 3/8" 7 5/8"
Companion Sites	44" x 14" 56" x 16"	3 9/16" 4 3/8"
Veteran Site	24" x 12"	
Double Interment Site	16" x 24" 24" x 30"	7 5/8"
Granite Ledger**	30" x 36" 36" x 42" 30" x 72" 32" x 72"	

*Baby and child memorials are allowed only in designated baby and child sections.

**Granite ledgers are allowed only in designated Muslim sections.

FINISH:

The top surface of all markers must be smooth finished. All outside top edges must be lined or slightly beveled to prevent chipping. Pencil rounded edges are acceptable. No rounded end markers are permissible in any style.

CAMEOS:

Due to the significant maintenance issue we have had with externally mounted cameos, the only authorized cameo to be used is the cameo within a cast-on stainless steel frame.

LETTERING:

All lettering shall be carefully spaced and accurately set in line, both vertically and horizontally, and must be uniform in width and height. All incised lettering and engraving must be at least 3/16" in depth. Foundations shall not include any design or lettering.

SKETCH:

A sketch is required to be approved by Fairfax Memorial Park **prior to manufacture**. Said approval relates only to compliance with all specifications outlined herein, and will in no case apply to information or objects appearing on the memorial as requested by the Owner(s). The sketch shall be drawn in ink and to scale providing in detail all information necessary to show

compliance with specifications contained herein, i.e., material, size, finish, lettering, anchor bolts and their exact position on the reverse side of the marker.

PRICE:

The following prices will be charged for installation of both bronze and granite by Fairfax Memorial Park. **Granite bases must be provided and assembled by Vendor prior to delivery** to the Cemetery. Vase must be provided by vendor and vase canister must be assembled. Sizes that are not listed will need prior approval by Cemetery with installation pricing dependent on dimensions of marker and granite.

	Marker Width x Height	Granite Base Width x Height	Price
Baby	16" x 8"	20" x 12"	\$240
	10" x 20"	14" x 24"	\$336
Child	10" x 20"	14" x 24"	\$336
	20" x 10"	24" x 14"	\$336
	22" x 10"	26" x 14"	\$364
Individual Site	24" x 12"	28" x 16"	\$448
	24" x 14"	28" x 18"	\$504
	28" x 16"	32" x 20"	\$640
	16" x 24"	20" x 28"	\$560
	24" x 30"	28" x 34"	\$952
Companion Sites	44" x 14"	48" x 18"	\$864
	56" x 16"	60" x 20"	\$1,200
Veteran Site	24" x 12"	28" x 16"	\$448
Double Interment Site	16" x 24"	20" x 28"	\$560
	24" x 30"	28" x 34"	\$952
Granite Ledger	30" x 36"		\$1,080
	36" x 42"		\$1,512
	30" x 72"		\$2,160
	32" x 72"		\$2,304

ONE MEMORIAL PER BURIAL SPACE:

Only one marker shall be permitted per burial space, unless otherwise approved by the Cemetery. No memorial shall be set to embrace two or more burial spaces, except for a companion or family name marker, unless approved in writing by the Cemetery. All memorials shall be set in compliance with the Cemetery's Rules and Regulations and on uniform lines as prescribed by the

Cemetery, to conform to the general plan of the Cemetery. **Markers cannot be placed until the burial space and, when applicable, the second right of interment is paid in full. For a companion marker both burial spaces must be paid in full.**

INSTALLATION:

Any person or entity that wishes to perform memorial and foundation preparation and installation services must comply with the following conditions:

1. The size, type and color of the memorial and foundation must conform to those that are being installed by the Cemetery on like burial spaces in the same area where the memorial will be placed.
2. Before commencing work, the Vendor must pay all fees to the Cemetery for installation related services performed by the Cemetery or performed by the Vendor including, but not limited to, inspection of any work performed by the Vendor.
 - a. **Vendor to perform installation:** \$400 installation fee.
 - b. **Cemetery to perform installation:** Installation fee as listed under 'Policy Governing Memorials – Price' according to the size marker being installed. The Cemetery will have 14 business days to install marker upon drop off.
3. Signed paperwork (pages 6 and 7) must be sent to Cemetery representative for approval alongside sketch of marker. Hardcopy paperwork must be mailed to Cemetery. Cemetery will accept papercheck and card payment for installation fees.
4. The Vendor must schedule the drop off and/or installation at a time approved by the Superintendent of the Cemetery. **Scheduling of drop off and/or installation must be done only after installation fees have been received by the Cemetery.**
 - a. If Vendor arrives at Cemetery for drop off and/or installation prior to fees being received by Cemetery, **Cemetery reserves the right to deny drop off and/or installation until fees have been received.**
5. The Vendor must remove the excavated dirt and clear the installation site area.
6. The Vendor must provide Cemetery with evidence that its employees are covered by Worker's Compensation insurance; that it carries public liability insurance of at least \$300,000 and that Cemetery is a named insured thereunder; and the Vendor agrees to hold the Cemetery harmless from any and all claims made against it as a result of its services, including all out of pocket costs and attorney's fees.
7. The Cemetery may require the Vendor to expeditiously correct any deviations from the specifications and rules of the Cemetery and, if after notice, any deviation is not corrected, the Cemetery may make such corrections at the Vendor's or Owner's expense.
8. The memorial and foundation can only be placed in the location as provided by the Rules and Regulations of the Cemetery.
9. Prior to installation the burial space(s) and, where applicable, the second right of interment must be paid for in their entirety. For a companion marker both burial spaces must be paid in full.

10. The Cemetery must have in its possession written permission of the burial space Owner(s) for the Vendor or Cemetery to perform memorial and foundation preparation and/or installation service.

CERTIFICATION FORM
MEMORIALS SUPPLIED OR INSTALLED BY OUTSIDE VENDOR

I/We _____ (OWNER) authorize
Property Owner(s)

_____ (VENDOR) to deliver to
Outside Vendor

Fairfax Memorial Park (CEMETERY) a _____ memorial (& _____, if applicable).
Marker/Ledger Size Granite Foundation Size

For the burial space of _____,
Deceased

Located in Section _____, Block _____, Lot _____, Site(s) _____.

We, the **Owner(s)**, understand that there are certain risks of damage inherent to cemetery memorials from normal cemetery operations (e.g., mowing grass or equipment moving through the sections during bad weather) and that, from time to time, memorials are damaged. The Cemetery voluntarily fixes such damage to memorials it has sold as it is part of the purchase price. However, because no compensation from the sale of this memorial purchased outside of the Cemetery has been received, the Cemetery cannot offer to voluntarily correct any damage that would be done during normal operations.

The Cemetery shall not be liable for memorials purchased or installed by outside Vendors, or for the vase or foundation accompanying the memorial against weathering, theft, vandalism, or any other damage. It is advised that the family secure a guarantee for the memorial, foundation, and vase from the family's Vendor.

We, the **Owner(s)** and the **Vendor**, hereby certify that the proposed memorial meets all criteria and is in compliance with all specifications, terms and conditions contained in (1) the attached Policy Governing Memorials Purchased From or Installed By Outside Vendor and (2) Rules and Regulations of the Cemetery, receipt of which is hereby acknowledged:

_____, _____
Owner Initials Vendor Initials

With specific regard to granite ledger memorials, the **Owner(s)** and the **Vendor** understand that these memorials, due to their design and placement within the Cemetery, may be more susceptible to damage during normal cemetery operations (including, but not limited to, routine grounds maintenance, and the movement of equipment during bad weather). The Cemetery shall not be responsible for damage to granite ledger memorials or any components accompanying the memorial. The **Owner(s)** and the **Vendor** hereby acknowledge and agree that responsibility for any damage to granite ledger memorials and/or components rests solely with the **Owner(s)** and the **Vendor**.

_____, _____
Owner Initials Vendor Initials

We, the **Vendor** and **Owner(s)**, acknowledge our obligations under said (1) Policy Governing Memorials Purchased From Or Installed By Outside Vendor and (2) Rules and Regulations of the Cemetery, and agree to abide thereby.

Signature of Lot Owner

Date

Signature of Vendor Representative

Vendor

Date

- ☐ Vendor to supply and install bronze & granite.
- ☐ Vendor to supply bronze & granite – Cemetery to perform installation.