



Madison Historic Cemeteries

Cemetery Stewardship Commission
Policy Handbook
City of Madison, Georgia

Acknowledgments

The City of Madison would like to acknowledge that without the inspirational and exhaustive efforts of many energetic and committed civic volunteers our community legacy would be the poorer.

May this work be dedicated to those who came before and believed that the most befitting way to honor a loved one's life was to provide a place of beauty and peace, and to those early stewards of the city's cemeteries who understood that cemetery preservation requires both dedication and sincerity.

Madison Cemetery Stewardship Commission

Beth Scott (CH), Richard Simpson (VCH), Louise Hannah, Marcia Lurey, Maxine Nabors, Jim NeSmith, Jo Tiller
talented and enduring stewards all

and to **W. David Nunn**
long the Cemeteries' Chief Steward

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Preface

This booklet is intended to acquaint cemetery lot owners, funeral directors and monument companies, special activity coordinators and tour operators, residents and visitors, as well as the general public with:

- ☞ objectives and ideals which will insure for us and our successors proper shrines of respect and beauty,
- ☞ quality and extent of cemetery services furnished by the City of Madison and its City Care Program, and
- ☞ appropriate limitations of private and public use of the municipal cemeteries.

These policies pertain to the public cemeteries owned and operated by the City of Madison. Established by the Cemetery Stewardship Commission and approved by the Mayor and Council of the City of Madison, these formal policies are designed for the specific purpose of protecting each lot without exception and apply to every lot owner and to every visitor of the Cemeteries. It is expected that they will be duly appreciated and properly respected.

There is no desire to interfere with individual tastes and privileges. Only such restrictive measures are employed as have been deemed necessary to protect the interests of all and to preserve and augment the historic appearance of the Cemeteries. The City of Madison shares with you the solemn obligation to make the Cemeteries permanent and beautiful symbols of faith, love and devotion.

General Information

OWNERSHIP

The City of Madison currently manages the care of four public cemeteries - Old Cemetery, New Cemetery, Fairview Cemetery, and Madison Memorial Cemetery - herein, often collectively referred to as the Madison Historic Cemeteries or the Cemeteries.

CONTACT INFORMATION ~

*City of Madison
132 N. Main Street
Madison, GA 30650
www.madisonga.com
(706) 342-1251
cityhall@madisonga.com*

ADMINISTRATION

The Cemeteries are under the general direction of the City Manager, whose office is located in City Hall. Assistance is provided by the City Clerk's Office in cooperation with Public Works.

CEMETERY STEWARDSHIP COMMISSION

Established by ordinance in 2002, the Madison Cemetery Stewardship Commission (CSC) reflects the community's renewed interest in acknowledging and protecting its civic cemeteries. This seven member board serves three (3) year terms and guides the use and care of the Cemeteries. The CSC remains vigilant regarding the condition and use of the cemetery, collects information for archival and educational purposes, and initiates specialized cemetery care and enhancement programs.

PUBLIC SERVICE APPOINTMENTS ~

Contact City Hall if you are interested in serving as a civic volunteer. Applications are accepted throughout the year and appointments to the Cemetery Stewardship Commission usually occur in June .

MADISON HISTORIC CEMETERIES

☞ The four public cemeteries from oldest to newest are: Old Cemetery, New Cemetery, Fairview Cemetery, and Madison Memorial Cemetery.

☞ The Main Entrance is located on E. Central Avenue, which continues through to form a central axis (further defined beyond the railroad by a ravine).

Historic Background

OLD CEMETERY

Located NW of Central Avenue, Old Cemetery is likely the remnant of Johnson Porter's original 202 1/2 acre land lottery parcel after Henry Carlton purchased 102 acres in 1811. All extant burial deeds date to after the razing of the Episcopal Church (purchased in 1939 by the City and once located near the main gate). Extending downward to Round Bowl Spring Park, the grounds encompass a later addition - the lower section comprised primarily of burials of many former slaves.

NEW CEMETERY

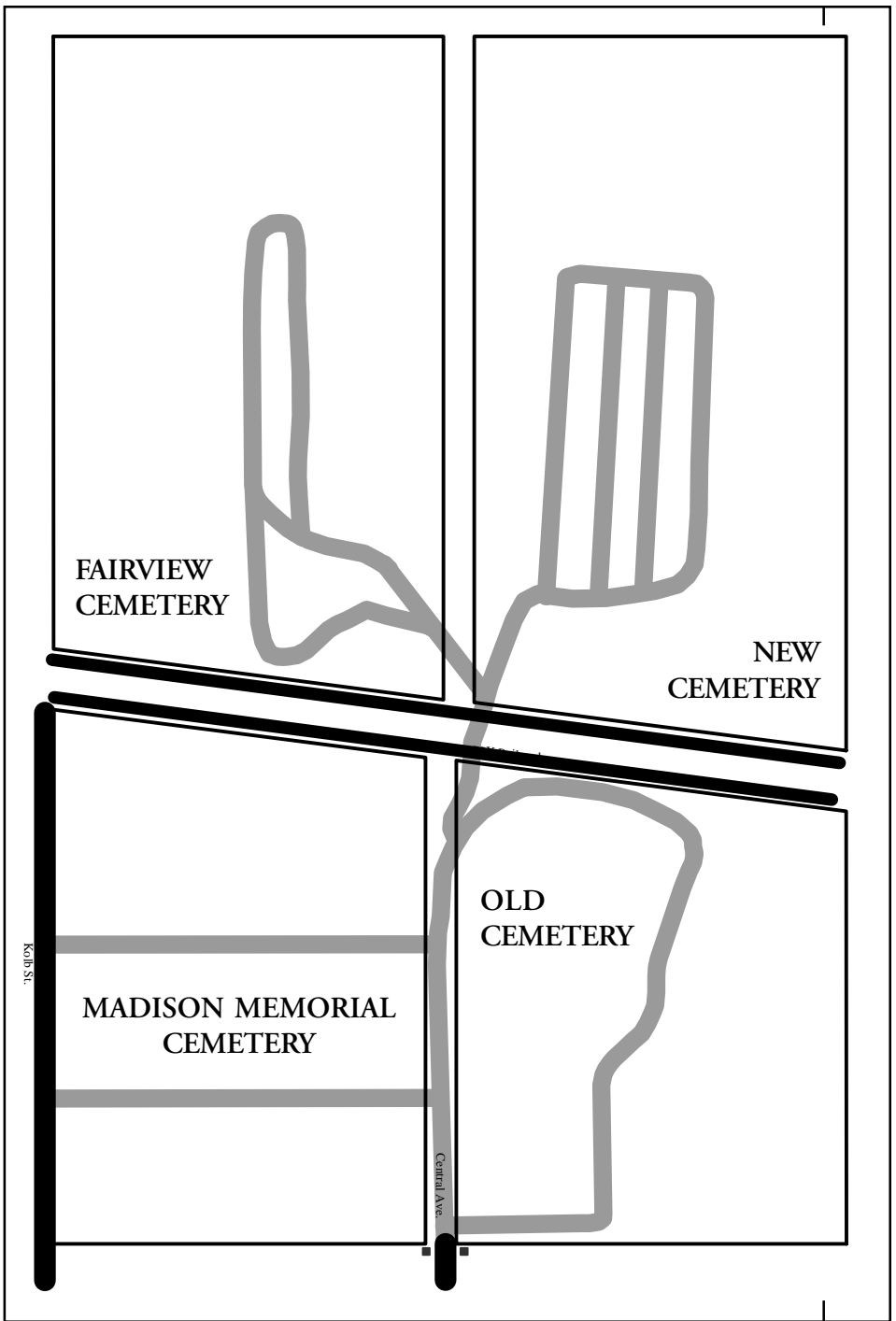
New Cemetery - north of Central Avenue across the railroad - includes two City acquisitions: 1) 1880; the western six acres (including a right-of-way for Washington Street access) from Mr. LeRoy M. Wilson's estate; 2) 1882; nearly five acres from the Morgan County Commissioners allowing access across the railroad and connecting to Central Avenue. The Confederate burial area is now part of this cemetery as well.

FAIRVIEW CEMETERY

In 1926, the City purchased from S. F. Beckham eight acres, known then as Fairview Cemetery. Adjoining New Cemetery across the ravine, Fairview was chartered in 1904 as a perpetual care cemetery by early enterprising stockholders, such as D.P. Few.

MADISON MEMORIAL CEMETERY

Madison Memorial Cemetery also had its early origins as a perpetual care cemetery for profit - formerly known as Morgan Memorial Park, Inc., chartered in 1957 when purchased from Rosa S. Parker. The City acquired the four acres from John M. Massey, Jr. in 1979, eliminating race-restrictive covenants and renaming the cemetery Madison Memorial.



*MADISON HISTORIC CEMETERIES ~
 The Main Entrance for the cemeteries is located on E. Central Avenue,
 three blocks south of the Town Square off of S. Main Street.*

ADMINISTRATION

☞ The Cemetery Administrator, as designated by the City Manager, is responsible for the supervision of all cemetery-related matters and management.

☞ Madison City Hall - located at 132 N. Main Street - provides the offices for cemetery business and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays. In instances of emergency during the weekend or Monday burials, please call (706) 342-1200 and ask for the Cemetery Administrator.

Management

VISITATION

The cemeteries are open from 7:00 a.m. to 8:00 p.m. (April to September) and from 7:00 a.m. to 6:00 p.m. (October to March). The gates are secured by the Madison Police Department. No trespassing after hours is allowed. No person shall enter the cemeteries except through the gates or walks.

ENFORCEMENT

The Cemetery Administrator shall have charge of the grounds and buildings, and at all times shall have supervision and control of all persons in the cemeteries, including the conduct of interments, traffic, employees, lot owners and visitors. The Cemetery Administrator shall enforce the rules and regulations, and exclude from the property any person violating the same.

RECORDS

The City Clerk's Office shall keep full and complete records regarding the cemeteries, including all cemetery-related resolutions, policies and actions, lot sales and ownership, burial registrations, donations, and associated funds.

FEES

Fees for lot sales, interments, cemetery services, special permits, etc. shall be established by the Mayor and Council of the City of Madison and shall be published in the municipal Schedule of Fees.

SERVICE REQUESTS & COMMENTS

Comments or requests for services may be reported to the City Clerk's Office at (706) 342-1251 x205, via e-mail to cityhall@madisonga.com, or in person at City Hall during business hours. Please notify City Hall immediately in instances of vandalism or theft.

City Care Program

MAINTENANCE BY CITY

The City of Madison cares for the cemetery through regularly scheduled landscape maintenance, waste disposal, infrastructure maintenance, etc. Specialized care and improvement programs are initiated and provided by the Cemetery Stewardship Commission.

Beyond regular care, the City of Madison exercises the right by law to enter upon any said plot or individual gravesite to keep said properly groomed, to correct any hazardous conditions, and to remove any dilapidated structure or undesirable vegetation that impairs the overall beauty and dignity of the cemeteries. The Cemetery Administrator will attempt to notify property owners if such substandard conditions occur and provide them with the opportunity to make the necessary corrections. If owners have been notified of substandard conditions, but have failed to correct those conditions in the time specified by the notification, any charges for maintenance may be billed to the owner.

MAINTENANCE BY OTHERS

The City of Madison welcomes owners, relatives, and volunteers who wish to provide additional care for the cemetery. However, all persons shall abide by the guidelines herein set forth regarding Vegetation, Cleaning, and Personal Conduct. Additionally, coordinated cemetery improvement activities shall adhere to the Special Activities policy, and coordinators may contact the Clerk's Office to arrange for special roadside pickup of vegetative trimmings and bagged garbage.

DISCLAIMER OF RESPONSIBILITY

The City of Madison shall take reasonable precaution to protect the public and the burial rights of plot owners within the municipal cemeteries from loss or damage; but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control including, but not limited to: damage caused by the elements, an act of God, common enemy, thieves, vandals, terrorists, strikers, malicious mischief makers, unavoidable accidents, incidental damage during regular maintenance, explosions, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

CEMETERY PROPERTY

☞ Contact the Cemetery Administrator at (706) 342-1251 x202 to purchase cemetery property or to schedule an interment, disinterment, or reinterment.

Plots & Gravesites

PURCHASES

Cemetery property shall be sold at prices established by the Mayor and City Council and published within the Schedule of Fees. A cemetery purchase may be held for a twenty percent (20%) non-refundable down payment of the current price. No monuments nor markers shall be placed on a property, nor shall any interments be allowed until the property has been paid for in its entirety. Payment in full must be received within twenty-four (24) months. Property for which payments have not been paid in full within twenty-four (24) months, may be made available to the public, after notification to the original party.

AVAILABILITY

Old Cemetery and New Cemetery are no longer open for purchases. Fairview Cemetery contains both individual gravesites (4'x11') and plots (block of 10 gravesites) for purchase. Madison Memorial Cemetery contains single gravesites (4'x12') as well as plots (block of 4 gravesites).

DEEDS

The City Clerk's Office shall be responsible for the preparation of all cemetery deeds.

SALES, TRANSFERS, AND SUBDIVISION OF PLOTS

No sale, transfer, or subdivision of any cemetery property by owners shall be valid without the written consent of the Cemetery Administrator.

CEMETERY TRUST FUND ~

All cemetery sales proceeds are placed in a non-expendable trust fund for the future care of the cemeteries.

Interest proceeds are utilized to fund the City Care Program.

Interments & Disinterments

BURIAL RIGHTS

No remains or cremains shall be placed in or removed from any gravesite except by consent of the owner and all parties with interest in said property.

BURIAL CAPACITY

Per an individual gravesite, the following may be interred: a) one (1) casket, vault, or full interment with the option of not more than one (1) additional urn, b) no more than five (5) urns, or c) no more than two (2) infant burials provided that there is adequate space for the burial container(s).

BURIAL ARRANGEMENTS

No interment, disinterment, or reinterment may be made without proper arrangements with the Cemetery Administrator.

For interments and reinterments, the type of burial container (casket, vault, urn) must be indicated, as well as the gravesite specified in instances of a plot or multiple burials. The date, time, and type of service (church, graveside) should be specified. Standard weekday burials should be scheduled at least six (6) office hours prior to interment. Evening, weekend, and Holiday burials should be scheduled at least three (3) days prior.

Written requests for disinterments, with letters from all parties with interest, shall be submitted at least two (2) weeks prior to scheduled work.

BURIAL REGISTRATION

Each interment, disinterment, and reinterment shall be registered and the nominal registration fee paid prior to interment to the City Clerk's Office to insure proper record management.

FUNERAL DIRECTOR'S RESPONSIBILITIES

- ☞ Funeral Director(s) are responsible for burial arrangements and registration.
- ☞ Funeral Director(s) shall be held responsible for the oversight of excavation sub-contractors, as well as any expenses associated with either cleanup or damages associated with the excavation or funeral service equipment.
- ☞ Funeral Directors are also responsible for all vehicles in a funeral procession and ensuring that vehicles are properly parked during services.

Funeral Services

GRAVESITE LOCATION

No work of any description shall proceed until a "locate" is performed by the Cemetery Administrator to confirm the gravesite and work perimeter.

GRAVESITE EXCAVATION

The standard excavation for a burial vault shall be 37" in width, 97" in length, and 60" in depth. The maximum outside dimensions (including handles) of a burial vault allowed in a gravesite shall be 36"x96". No person(s) shall alter the size of a grave opening for any reason except as authorized by the Cemetery Administrator.

GRAVESITE CLEANUP

Excess soil shall be removed from a burial site within twenty-four (24) hours of the interment. The mound of soil directly over the burial site should be removed within two (2) weeks, and the groundcover returned to pre-interment conditions. Failure to do so may result in expenses to the Funeral Company.

SERVICE NOTICE

The Funeral Director shall post and subsequently remove the "Funeral in Progress" sign upon the Main Gate, particularly so that visitors and tour groups may not disturb nor block funeral services that may be underway in a remote part of the cemeteries.

SERVICE EQUIPMENT

Any tents, chairs, or other items used for a burial service must be removed within twenty-four (24) hours of the interment by the rightful owner of such items.

ACKNOWLEDGMENT

☞ Madison's cemeteries contain a variety of markers, from simple tablet inscriptions to elaborately carved headstones. Typically, markers denote the gravesite, record who is buried therein, and reflect important dates such as birth, marriage, and death. Older burials often include biblical, literary, or sentimental references as well as symbolic motifs or architecture.

☞ Each cemetery has a distinct character that is a direct result of the way the cemetery is used and the types of markers chosen. Such burial patterns reflect significant historical periods, popular architectural styles, and ecclesiastical and funerary practices.

☞ Respect the individual character of each cemetery and avoid introducing uncommon and incompatible burial practices.

Monuments & Markers

OLD CEMETERY

Featuring the oldest, most vulnerable markers, Old Cemetery encompasses the widest diversity and tallest of our funerary architecture, including: headstones, bedsteads, die-in-socket, die-on-base, pedestal tombs, table and box tombs, military markers, plaques, ledgers, etc.

In the few instances of active burial, new markers should be of similar type, size, and materials as the existing markers. Mausoleums and lawn markers, as well as any polished granite, are to be avoided. Colored marble, gravel topping, and fencing other than that noted below are not compatible with this historic cemetery.



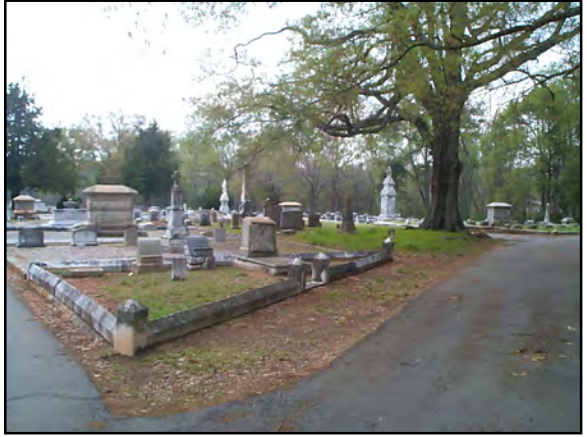
☞ Special Features:

- vertical orientation
- Georgia and Alabama marbles, as well as fragile sandstone
- decorative wrought/cast iron fences upon granite bases (gates)
- relatively few coping-defined plots (stone not brick)
- family monuments and matching markers within family plots
- some mature trees, shrubs and groundcover (few artificial flowers)

NEW CEMETERY

New Cemetery has three specific areas: the Confederate burial area, an area primarily devoted to defined family plots, and an African-American grassy lawn area sparsely dotted with markers. Markers are similar to those of Old Cemetery, with the exception of fewer obelisks.

In the few instances of active burial, follow the same guidance given for Old Cemetery. However, fences of any type are not appropriate and be aware of the overall lower height of markers in this cemetery. Removal of gravel topping is encouraged.



family plots defined by stone copings

☞ Special Features:

- copings are more prominent and slightly more varied in material
- no decorative wrought or cast iron fencing
- some mature trees, shrubs and groundcover (few artificial flowers)

FAIRVIEW CEMETERY

Located on sloping terrain, Fairview Cemetery features a variety of copings, which also serve as retaining walls. Flat markers and headstones



are the most common, and there is a much wider range of materials used in this cemetery.

As an area open to both active purchase and burials, modern markers of polished marble are appropriate and may include colored and etched renderings.

copings do dual-service as retaining walls

Coping/retaining walls are highly encouraged. Statuary, pedestal tombs, and fences are not compatible. Temporary metal and plastic markers should be replaced with permanent masonry markers as soon as possible.

☞ Special Features:

- varied topography with a gently curving drive
- relatively low profile markers using varied materials
- abundant copings
- new vegetation installed



damaged temporary marker

MADISON MEMORIAL CEMETERY

As Madison's youngest cemetery, this area reflects the burial practice most common today. Lawn markers in neat rows line the grass cemetery. Recessible urns hold bunches of colorful offerings throughout the year.

As an area open to both active purchase and burials, all markers in this cemetery are in-ground. Proper installation will insure that the marker does not sink (or settle) later, and since this area is designed to be mown easily, it is important to remember that temporary personal tributes placed on the marker may impede maintenance.

*lawn markers
in the grassy expanse*



☞ Special Features:

- horizontal markers with little or no profile (flush)
- established Memorial area and benches
- no defined plots or barriers within the expansive lawn
- most appropriate area for artificial flowers
- mature perimeter vegetation and new vegetation installed



PERSONAL TRIBUTES

☞ Within this community cemetery, owners often wish to embellish family gravesites during visits or in a more permanent fashion.

☞ Only the plot or gravesite owner, the owner's authorized agent, or city representative may remove arrangements, memorial objects, or vegetation within the cemeteries.

Arrangements

FUNERAL DESIGNS

After an interment, funeral designs and/or floral pieces shall be removed by the funeral home from gravesites after seven (7) days. Owners desiring to retain these pieces should collect them within this period. After this period has elapsed, the City of Madison may remove and dispose of funeral designs.

EVERYDAY FLORALS

Floral arrangements and potted plants should be strongly weighted to decrease wind damage. Glass, ceramic, and pottery containers are discouraged. Silk and plastic floral designs should be replaced from time to time. **Arrangements are not regularly removed by city personnel or volunteers; please contact City Hall if you experience a theft.** In the spring and fall, the Cemetery Stewardship Commission advertises and sponsors a community-wide cemetery cleanup and may remove extremely worn and tattered floral pieces. Owners desiring to retain floral designs can contact City Hall for scheduled dates and may remove floral pieces for these two (2) days out of the year.

HOLIDAY DECORATIONS

Holiday designs and/or floral pieces shall be removed by the owner from graves after thirty (30) days. After this period has elapsed, the City of Madison may remove and dispose of holiday decorations.

Memorials

MEMORIAL OBJECTS

Objects, such as small statuary or personal items, are not encouraged because of potential theft and damage. Within Madison Memorial Cemetery only, these memorial objects are not removed provided that they remain upon the lawn marker and not on the grass. Please realize that these lawn markers were designed for easier care and the presence of objects results in less

MEMORIAL MARKER PROGRAM ~

If you are interested in a permanent memorial, please contact City Hall about lasting cemetery improvements.

maintenance time for the cemetery as a whole. Additionally, candles are prohibited; however, the use of votives is allowed during visitation if supervised at all times.

Vegetation

ESTABLISHMENT

Permission from the Cemetery Stewardship Commission is required prior to planting any vegetation. In Old, New and Fairview cemeteries, planting of flowers, groundcovers, and shrubs is most appropriate provided that vegetation choices reflect the age of the cemetery. Owners interested in establishing period vegetation should contact the City Planner for more details. New tree planting is limited to the Madison Greenspace Commission.

MAINTENANCE

Owner-installed vegetation is required to be regularly pruned so that branches and roots do not become detrimental to the monument or surroundings nor become dangerous or inconvenient. Vegetation shall be maintained in a healthy condition. Fertilizers and pesticides are prohibited. The City Manager, acting in the Cemeteries' best interests, shall prune any plant or part thereof deemed to be detrimental, dangerous or inconvenient.

REMOVAL

The City Manager, acting in the best interests of the Cemeteries, shall have the authority to prune, remove or transplant any plant or other vegetation when he deems such course necessary or advisable. The CSC shall attempt to notify lot owners in instances of existing vegetation removal.

PRESERVATION ETHIC

☞ The Cemetery Stewardship Commission recognizes that the majority of structures in the cemetery are more than 50 years old and the cemetery is centrally located in the **Madison Historic District** (national, state, local), which is protected by ordinance.

☞ The following guidelines have been developed to comply with the preservation ordinance, and for work following these guidelines, no further review is required.

☞ Please note cemetery structures are valued for both cultural and historic reasons, and their aged and weathered appearance is vital so that the cemetery continues to convey its character as a 19th century cemetery.

Cleaning

CLEANING AUTHORIZATION

Cleaning of cemetery structures is discouraged and limited. As noted above, the intent is to preserve the cemetery as a historic asset. As with a fine antique, the value is lost through refinishing. Cleaning can also be both detrimental and corrosive, threatening the very existence of a structure. For these reasons, the pristine and coldly polished appearance of modern cemeteries is to be avoided. In instances where minimal cleaning is unavoidable, proof of family authorization shall be provided to City Hall prior to work.

CLEANING STANDARDS

Lichen and fungi can have a negative effect upon cemetery structures, so minimal cleaning is permissible provided the following standards are met:

- 1) Cleaning of stones shall be limited to the gentlest means possible. **Sandblasting, pressure washing, wire brushes, and protective coatings are prohibited.**
- 2) Cleaning of stones shall follow the approved cleaning method.
- 3) Use of cleaning agents is limited to the approved cleaning materials list.
- 4) Unauthorized cleaning and potential damage shall be reported immediately to City Hall.

Family Authorization -

Cleaning by third parties, whether professional or friendly services, shall not proceed until written documentation of authorization by family heir(s) is submitted to and verified by the City Clerk and a representative of the Cemetery Stewardship Commission has documented pre-cleaning conditions.

** See Appendix B - Sample Cleaning Authorization Form.*

FREE Cleaning Kit -

Please stop by City Hall to pick up a free cleaning kit with helpful guidance and appropriate materials to mitigate potential cleaning damage.

CLEANING CAUTIONS

- ! First and foremost - Do no harm.
- ! Before cleaning, check each marker for stability.
IMPORTANT!! Do not clean if stability is questionable:
1) flaking face or lettering, 2) significant fractures, 3) grainy surface,
or 4) any indication that stone is delicate or brittle.
- ! Do not clean marble, sandstone, or slate stones frequently
(once every 10 years is too frequent).
- ! Clean the smallest area absolutely necessary.

APPROVED CLEANING METHODS

- 1- Brush off loose debris with soft brush.
- 2- Use a wooden tongue depressor to gently remove moss or lichen.
- 3- Saturate stone with water (minimizes chemical absorption).
- 4- Mix approved cleaning materials using directions.
- 5- Apply cleaner with soft brush.
IMPORTANT!! Start from the bottom up to avoid streaking.
Keep stone very wet at all times. If the cleaner dries, it can stain.
- 6- Rinse over and over. And over. And over.

APPROVED CLEANING MATERIALS

- A- Distilled water
- B- Soft-bristled brush,
either natural or plastic or
wood tongue depressors
(no wire brushes nor metal
objects of any type)
- C- Mild, non-ionic
detergent - Photo Flo.
Any other material must be
approved by the CSC
prior to use.

INDIVIDUAL RESPONSIBILITY

☞ Interest in historic cemeteries or family genealogy often spurs the request to create an image by rubbing on a piece of paper against a gravestone. These rubbings are valued by the individual and reflect a growing interest in our cemetery.

☞ Please be aware that this practice has been banned in some states and many cemeteries because of potential physical damage to the marker, as well as the potential hazard to the individual.

☞ Individuals making such rubbings are personally responsible for any damage incurred during this activity. Further, neither the City of Madison, Cemetery Stewardship Commission, nor any owner nor heir of a cemetery gravesite, marker, or structure shall be held responsible for any injuries incurred from rubbing activities.

Rubbing

RUBBING PERMIT

Gravestone rubbing is allowed by permit, following proof of family authorization. The person(s) making the request must identify all monuments from which a rubbing is desired. A permit must be issued for each time monument rubbings are to be taken. Violation of any monument rubbing regulations will void permit and be sufficient grounds to deny future requests by the individual or group in violation.

Family Authorization ~

*Rubbings by third parties, either by local(s) or visitor(s), shall not proceed until a permit is gained from the City Clerk or a representative of the Cemetery Stewardship Commission. * See Appendix C - Sample Rubbing Authorization Form.*

SUPERVISION

All marker rubbings must be done under the direct supervision of a responsible adult over eighteen (18) years of age. Children under ten (10) years of age shall not rub markers even under direct supervision.

RUBBING STANDARDS

Rubbings - particularly multiple rubbings of a single marker - are ill-advised, therefore rubbings are permissible provided the following standards are met:

- 1) Rubbings are limited to sound stones only. **Cleaning of stones for the purpose of rubbing shall be limited to dusting with a soft brush.**
- 2) Rubbing of markers shall follow the approved rubbing method.
- 3) Use of rubbing media is limited to the approved rubbing materials list.
- 4) Unauthorized rubbing and potential damage shall be reported immediately to City Hall.

RUBBING CAUTIONS

- ! First and foremost - Do no harm.
- ! Before rubbing, check each marker for stability.
IMPORTANT!! Do not rub if stability is questionable:
1) flaking face or lettering, 2) significant fractures, 3) grainy surface, or 4) any indication that stone is delicate or brittle.
- ! Do not remove lichens or moss growing on the marker.
- ! Avoid rubbing markers which are deeply carved or coarse-grained in texture.

APPROVED RUBBING METHODS

- 1- Brush off loose debris with soft brush.
- 2- Cover the image amply with an approved surface media to avoid any accidental rubbing directly on the marker.
- 3- Spread the surface media across the face of the stone; attach the surface media with tape to the back of the stone and use as little tape as absolutely necessary (to minimize adhesive residue). Be sure to remove all bits of the tape from the stone after rubbing.
- 4- Do not press hard when rubbing the transfer media against the covered marker. Repeat an area several times to darken it instead of pressing. Use short light even strokes and do small areas at a time.
- 5- Check the work site prior to leaving to make sure all materials and trash have been removed.

APPROVED RUBBING MATERIALS

- A- Surface media - Pellon, Blank Newsprint, Tissue Paper, Butcher Paper (Wax paper or any paper with wax content is not allowed.)
- B- Transfer media - Chalk, Charcoal, Crayon, and Rubbing Wax (Ink, fiberglass tip, or felt marking pens are not allowed.)

PUBLIC USE

☞ The Madison Historic Cemeteries are open to the public and all individual use thereof shall respect the character, dignity and solitude of the cemetery.

☞ The Cemetery Stewardship Commission acknowledges that most of the following rules are born of common sense and courtesy.

... Thank you for your thoughtfulness.

Personal Conduct

ADVERTISEMENT & SOLICITATION:

No person shall bring into the cemetery, or display therein, any sign or item of an advertising nature other than those normally placed on vehicles, uniforms or funerary tents. Solicitation of any kind is strictly prohibited.

ALCOHOL & ILLEGAL SUBSTANCES:

No alcoholic products nor illegal substances are permitted upon cemetery property. No intoxicated, or otherwise disorderly persons, shall be permitted.

ANIMALS:

No animals are allowed in the cemetery unless the animal is leashed at all times. No animal shall be allowed to urinate or defecate upon gravesites and markers, and all animal waste shall be removed from the cemetery by the owner and/or keeper of the animal. No horses or large animals shall be permitted within the cemetery, except by special permission. The owner and/or keeper of any animal shall be held liable for any damage within the cemetery caused by the animal.

ATHLETICS & RECREATION

No use of skates, skateboards, mopeds or scooters within the cemetery is permitted. When traversing the cemetery, biking upon paved paths is allowed.

CHILDREN:

No person under the age of sixteen (16) shall be permitted in the cemetery without the direct supervision of a responsible adult.

Special Permission ~

Means approval in writing from either the City Manager or the Chair of the Cemetery Stewardship Commission.

DAMAGE:

No person shall sit, rest, or lean on monuments, fences, or statuary. Any person who causes damage, intentionally or unintentionally, to public or private property in the cemetery shall be held accountable for that damage.

FIREARMS:

No firearms shall be permitted within the cemetery, except by special permission in connection with a military funeral or special activity.

INTRUSION & PRIVACY:

No person, who is not a member of the funeral procession or party, shall intrude upon a funeral party or loiter about an open gravesite.

LITTERING & SMOKING:

Littering is strictly prohibited. Cigarette butts are considered to be litter and must be removed from the cemetery by the smoker.

NOISE:

No audio devices are permitted within the cemetery, except personal audio devices utilizing headphones or by special permission in connection with a special activity. All persons in the immediate vicinity of a service must cease activities or operations and remain quiet during the services.

TREASURE HUNTING & GAMES:

Treasure hunting and playing games in the cemetery is not allowed. Metal detectors are prohibited except for surveying and locating utilities. No artifacts, stonework, metalwork or other cemetery structure or object shall be removed from the cemetery without special permission.

WASTE DISPOSAL:

Disposal of rubbish, waste and debris is limited to established containers. Vegetative waste from cemetery plots may be placed beside the waste containers. Two waste disposal areas are provided for your convenience:

- 1) the small Wellhouse (west of railroad) or
- 2) just inside of the Central Avenue gates (east of railroad).



REGISTRATION

- ☞ Any special activity on cemetery property must receive prior approval from the Cemetery Stewardship Commission.
- ☞ To register a special activity, please contact the city's Special Events Coordinator, (706) 342-1251 x206, at least two (2) weeks in advance of the proposed activity.

Special Activities

TYPES OF ACTIVITIES

Permissible special activities include, but are not limited to: holiday/memorial services; unveiling ceremonies; educational and cultural awareness programs; public recognition ceremonies; religious programs; family or church gatherings; photography or nature appreciation; individual pedestrian and/or passive appreciation (*see also*: personal conduct); conservation, beautification, or cemetery improvement activities (*see also*: cleaning/rubbing); history tours and programs (*see also*: tourism).

Restricted special activities include, but are not limited to: athletic events, treasure hunting, loud gatherings, and other activities or events determined to be offensive, disrespectful or disruptive to the character, dignity and solitude of the cemetery.

After-dark special activities are generally not allowed as the cemetery gates are secured at dark. Requests for after-dark activities must be submitted four (4) weeks in advance, and a service fee shall be set and paid in advance to supply additional services/security as may be required by the City Manager.

SUPERVISION

For an approved activity, a representative of the Cemetery Stewardship Commission shall be present during the activity or the Commission may designate as a supervisor at least one (1) person with the activity group that must be familiar with the cemetery policies and accept responsibility for the conduct of all persons with the group. Unless otherwise designated in instances of tours, the tour guide shall be considered the designated supervisor. Groups with children under sixteen (16) years of age must have at least one responsible adult chaperone per every ten (10) children.

VEHICLE RESTRICTIONS

Buses, motor coaches, trolley-type vehicles, and other vehicles in excess of twenty-five (25) feet in length or twelve (12) feet in height are not permitted. Passenger vans are limited to the Madison Memorial Cemetery only. Please observe the speed limit and actively watch for pedestrians.

PARKING

For special activities, parking inside of the cemetery is not permitted. Several parking lots are in close proximity and owned by: Calvary Baptist Church, Madison Baptist & First Methodist churches, and Cornerstone Church. Contact the appropriate church to reserve parking at their discretion.

DAMAGE REPORTING

The activity group supervisor, or tour guide, shall report any damage to trees or vegetation, monuments or copings, and/or roadways or structures caused by the group, group vehicle, or group guests, immediately to the City Manager. The supervisor will be held responsible for any property damages.

Conflicts ~

Burial services shall always have precedence over special activities or tours. In instances of conflict, special activities or tours may be relocated, delayed, or cancelled with no prior notice by the City Manager.

Tourism

GROUP TOURS

Walking tours encompass unguided, self-guided, and guided group tours (of less than 12 persons) and do not require either registration or supervision.

Tour services, such as carriage rides and mini-vans, do not require registration provided that: 1) tour service is licensed by the City of Madison, and 2) tour vehicles enter by the Central Avenue gates, turn at the second paved road to the left, and exit through the Fourth Street gates. Brief stops are permitted for unloading/loading passengers only.

Appendix A - Definitions

The following words and phrases, whether capitalized or not, shall have the meaning hereinafter defined. All other words herein shall have their customary dictionary definition unless contrary intention appears from the context of any particular regulation or as otherwise defined by the Cemetery Stewardship Commission.

Burial means the disposition of either human remains or cremains by earthen interment.

Burial rights means the deeded interests to a plot or gravesite designated for interments.

Cemetery means all land in, owned by, and/or under the supervision and control of the City of Madison devoted exclusively to the burial of the human dead, and all land hereafter acquired by the City of Madison for such purpose.

City care means cemetery lot maintenance

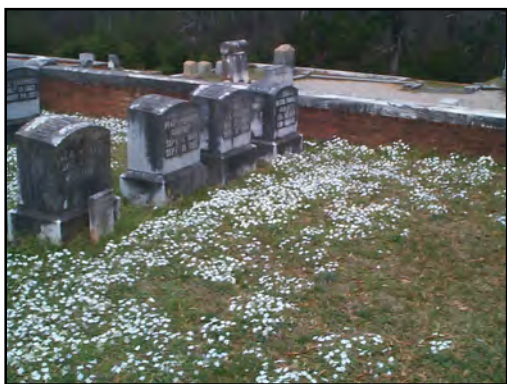
including the raking and cutting of grass, preservation of graves and the removal of rubbish for all time thereafter. A perpetual care agreement does not include work on monuments, tombstones, markers or other unusual care.

Cremains means the cremated remains of a human body.

Crypt means a wholly or partially underground structure of suitable stone for the entombment of human remains or cremains.

Disinterment means the removal of the buried remains of a deceased human, the casket,





if any, and the burial receptacle, if any, from the ground.

Foundation means the base upon which a monument or marker is installed.

Funeral procession means multiple vehicles traveling

closely in an orderly fashion from a church or chapel to a gravesite for a burial.

Gravesite means the individual space designed for the interment of a burial container; also grave or burial space.



Holiday means the following official City holidays when observed and such other days as the Mayor and Council from time to time designate by resolution as holidays: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving (Thursday and Friday), and Christmas Day.

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

Marker means the memorial placed upon the gravesite to identify the individual interred; also grave marker or gravestone.

Mausoleum means a stone or other suitable structure for the above ground entombment of the dead.

Monument means a memorial erected on a plot principally to identify the family name.





Non-care means the occurrence of substandard conditions such as improper grooming, hazardous conditions, and/or dilapidated structures.

Person means an individual, partnership, association, society, organization or corporation.

Plot means the subdivision of land in a cemetery for the interment of one or more person(s).

Vault means a prefabricated receptacle for human remains usually placed below ground.



Appendix B - Cleaning Authorization

MADISON

G E O R G I A

APPLICATION FOR GRAVESTONE CLEANING

1. APPLICANT INFORMATION

I, _____, certify that written family authorization that I have provided to the City of Madison is true and correct. I have read and understand the gravestone cleaning standards, cautions, methods and materials as outlined in the Historic Madison Cemeteries Policy Handbook and hereby request a permit for gravestone cleaning.

Name

Mailing Address

Telephone/E-Mail

2. GRAVESTONE INFORMATION

I have received family authorization to clean the following:

1 - _____
individual gravestone

2 - _____
individual gravestone

3 - *Other (please describe structure, methods, and materials):*

Signature

Date



City of Madison
132 N. Main Street
P.O. Box 32
Madison, Georgia 30650
(706) 342-1251

PERMIT FOR STONE CLEANING

_____ representing
_____ is hereby
authorized to clean stone and other structures as per the submitted application in
accordance with the *Historic Madison Cemeteries Policy Handbook*.

*An application with the necessary family permission has been filed at the City of Madison.
The applicant has received and reviewed a copy of the stone cleaning regulations.*

City Clerk/Cemetery Stewardship Commission

date

SUMMARY OF STONE CLEANING REGULATIONS:

(This summary is provided for your convenience and does not substitute for requisite review of the Policy Handbook- Cleaning, pp. 14-15.)

- 1- Gravestone cleaning is *discouraged*. When unavoidable, cleaning of stones is limited to the gentlest means possible - NO SANDBLASTING, PRESSURE WASHING, WIRE BRUSHES, PROTECTIVE COATINGS.
- 2- Before cleaning, check the marker for *stability*; no cleaning is permitted for gravestones that are cracked, flaking, grainy, etc.
- 3- *Gently* brush off debris and remove growth (see approved materials).
- 4- Using only distilled water, make sure to *saturate the entire stone first*.
- 5- Start cleaning at the *bottom* to avoid streaking. Apply cleaner with soft brush (see approved materials). Do not press or scrub.
- 6- Keep stone *wet at all times*. Rinse, rinse, rinse, etc.
- 7- The City of Madison, the Cemetery Stewardship Commission, nor any owner shall be held responsible for any injuries incurred during cleaning.
- 8- The City of Madison and the Cemetery Stewardship Commission shall not be responsible for degradation and staining caused by cleaning and may not prioritize such damaged monuments for future repairs.
- 9- An application must be filed for a permit each time gravestone cleaning are intended. Violation of any of the *Historic Madison Cemeteries Policy Handbook* will void the permit and prevent acceptance of applications for further permits by that individual or group.

Appendix C - Rubbing Authorization

MADISON

G E O R G I A

APPLICATION FOR GRAVESTONE RUBBINGS

1. APPLICANT INFORMATION

I, _____, certify that written family authorization that I have provided to the City of Madison is true and correct. I have read and understand the gravestone rubbing standards, cautions, methods and materials as outlined in the *Historic Madison Cemeteries Policy Handbook* and hereby request a permit for gravestone rubbings.

Name

Mailing Address

Telephone/E-Mail

2. GRAVESTONE INFORMATION

I have received family authorization to take the following rubbings:

- | | |
|------------------------------|----------------------|
| 1 - _____ | [] |
| <i>individual gravestone</i> | <i># of rubbings</i> |
| 2 - _____ | [] |
| <i>individual gravestone</i> | <i># of rubbings</i> |
| 3 - _____ | [] |
| <i>individual gravestone</i> | <i># of rubbings</i> |
| 4 - _____ | [] |
| <i>individual gravestone</i> | <i># of rubbings</i> |

Signature

Date



City of Madison
132 N. Main Street
P.O. Box 32
Madison, Georgia 30650
(706) 342-1251

PERMIT FOR GRAVESTONE RUBBINGS

_____ representing
_____ is hereby
authorized to take gravestone rubbings as per the submitted application in accordance
with the *Historic Madison Cemeteries Policy Handbook*.

*An application with the necessary family permission has been filed at the City of Madison.
The applicant has received and reviewed a copy of the gravestone rubbings regulations.*

City Clerk/Cemetery Stewardship Commission

date

SUMMARY OF GRAVESTONE RUBBING REGULATIONS:

(This summary is provided for your convenience and does not substitute for requisite review of the Policy Handbook - Rubbing, pp. 16-17.)

- 1- Gravestone rubbings are limited to *sound stones only*; no rubbings are permitted for gravestones that are cracked, flaking, grainy, etc.
- 2- Cleaning is limited to dusting with a soft brush - NO WIRE BRUSHES. *Do not* attempt to remove lichens or moss on the gravestone.
- 3- Cover the *entire* face of the gravestone with the paper (see approved materials). Tape to the *back* of the gravestone with as little masking tape as absolutely necessary.
- 4- *Do not* use inks, fiberglass tip or felt marking pens (see approved materials).
- 5- *Do not* press hard. Do small areas at a time. Use short, light strokes. Go over an area several times to darken it instead of pressing harder.
- 6- Remove all *tape* and paper from the gravestone and dispose of properly.
- 7- The City of Madison, the Cemetery Stewardship Commission, nor any owner shall be held responsible for any injuries incurred during rubbings.
- 8- Gravestone rubbings must be done under the direct supervision of a responsible adult.
- 9- An application must be filed for a permit each time gravestone rubbings are to be taken. Violation of any of the *Historic Madison Cemeteries Policy Handbook* will void the permit and prevent acceptance of applications for further permits by the individual or group.

Appendix D - Annotated Bibliography

The Cemetery Stewardship Commission has utilized the following works to further their understanding of cemetery significance and management. Each of these works offer additional sources of information which may be pursued for supplementary background and details.

Additional sources of a variety of cemetery publications are:

- ☞ **Association for Gravestone Studies**
278 Main Street, Suite 207, Greenfield, MA 01301
(413) 772-0836 / www.gravestonestudies.org
- ☞ **Center of Historical Cemeteries Preservation**
P.O. Box 6296, Tallahassee, FL 32314
(850) 787-9014 / www.historiccemeteriespreservation.com
- ☞ **Chicora Foundation, Inc.**
P.O. Box 8664, Columbia, SC 29202
(803) 787-6910 / www.chicora.org

A Graveyard Preservation Primer, Lynette Strangstad. Walnut Creek, CA: AltaMira, 1995.

Cemetery Preservation: Making Good Choices, Chicora Foundation, Inc. Columbia, SC: Chicora Foundation, 2001. Presentation Folder. Program and handouts from the Georgia Local History Conference, Georgia Historical Society and Georgia Department of Archives and History, September 7-9, 2001.

Rules and Regulations of Municipal Cemeteries, Department of Cemeteries: Facilities Maintenance Bureau. Savannah, GA: City of Savannah, 1997.

Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes, Charles A. Birnbaum. U.S. Department of the Interior: National Park Service. Washington, DC, 1996.

Notes

Notes
