

Image from the Funeral Notice for Mr. S. Bronnum, March 12, 1887, St. Michael's Cemetery

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 two oldest cemeteries in the state of Florida and, like most historic cemeteries, reflects the social history of the community with which it is associated. Because of its historical significance, St. Michael's Cemetery is on the National Register of Historic Places. The cemetery is also a designated site on the Florida Spanish Colonial Trail.

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 oldest extant marker present on the site dates to 1812. However, historical research indicates that the general area around, if not in, St. Michael's was being used as a burial ground in the mid to late 18th century.

The first known formal survey of the cemetery was done in the early 19th century. In 1807 Pensacola was under Spanish rule and, in an effort to identify vacant lots that could be sold to support local government, a survey of the city was ordered. All citizens had to present their claims to the Spanish government and have them confirmed. 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 burial ground for the community was already well established. The first known formal plat of the cemetery is dated 1810.

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. Graves were noted to be so thickly placed that often excavations for new burials exposed earlier ones. To accommodate urban growth and civic needs, acreage was detached from the east and south borders of the original parcel reducing the cemetery from 25 to 8 acres in size. There are approximately 3200 marked graves within the 8 acres of the modern cemetery. Based on historical and archaeological research, the site contains a large number of unmarked graves as well. It is not surprising that with over 200 years of use, the cemetery is full.

As the cemetery moves into the 21st Century, The St. Michael's Cemetery Foundation of Pensacola, Inc. (the owner of record and regulator of 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.

Acknowledgements

St. Michael's Cemetery Foundation partners with a variety of public and private institutes in support of preservation efforts at St. Michael's Cemetery. Senior partners include the University of West Florida (Division of Anthropology and Archaeology, Archaeology Institute, Environmental Studies, West Florida Historic Preservation, Inc., Florida Public Archaeology Network, and Department of History. The Institute for Human and Machine Cognition is also a senior partner as are Pensacola Bay Impact 100, and the Friends of St. Michael's Cemetery. The Foundation also partners with The City of Pensacola, the Escambia County Board of Commissioners, and the State of Florida.

Preface

The purpose of this booklet is to establish Operating Procedures and Regulation (OP&R) for the safe, effective, and efficient management and preservation of Historic St. Michaels Cemetery. It also serves to acquaint individuals with approved right to interment and to provide 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 individual with approved 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 N. Alcaniz Street
Post Office Box 13602 (mailing address)
Pensacola, Florida 32591

PHONE NUMBER (850) 436-4643
Email: stmichaelscemetery@gmail.com

Website: stmichaelscemetery.org

Date of Issue
January 25th, 2003
Updated: March, 31, 2013
St. Michael's Cemetery Foundation of Pensacola, Inc.

Section I. General Information

Information: There is no on-site staff. An answering machine is checked daily. To schedule activities call (850) 436-4643 or email stmichaelscemetery@gmail.com or contact:

St. Michael's Cemetery Foundation of Pensacola, Inc.
6 N. Alcaniz Street
Post Office Box 13602 (mailing address)
Pensacola, Florida 32591

- a. **Cemetery Operations:** The cemetery is owned and managed by St. Michael's Cemetery Foundation of Pensacola, Inc., hereafter referred to as "The Foundation." The Foundation is a not for profit 501(c) 3 organization. There is no fee for entering the cemetery.
- b. **Cemetery hours:** The cemetery is open daily from 9AM until 5PM. The cemetery gates are locked after hours and unauthorized entry after hours constitutes trespassing. Trespassers will be prosecuted to the full extent of the law (see Florida Statutes Chapter 872.02).
- c. **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.
- d. **Exceptions:** Exceptions to or variances of rules contained herein are the purview of the Foundation Review Committee.
- e. **Maintenance Rights of the Foundation:** The Foundation or its representative is responsible for all maintenance activities. No plantings, landscaping changes or marker repair or placement can be undertaken by any individual without prior approval of the Review Committee of St. Michael's Cemetery Foundation of Pensacola, Inc.
- f. **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. Note: Chapter 872.02 addresses penalties for disturbing graves and human remains. The Foundation will prosecute offenders to the full extent of the law.
- g. **Right of Interment:** Right to interment must be applied for in writing and approved by The Foundation's Review Committee. Interment of cremains is the only accepted manner of burial (the cemetery is full and vault burials cannot be accommodated). Please note that in some instances there is no room even for cremains. In such instances, the Foundation reserves the right to deny cremains to prevent disturbance of previous burials. Right to interment extends only two

generations (child/grandchild) from the original plot occupant. Individuals with established right to interment cannot sell or transfer that right. Holders of interment rights are not authorized to sell or transfer space. The Foundation is the cemetery's owner of record and burial sites are not for sale.

- h. Interment Fees:** St. Michael's is essentially full and can only accommodate cremains. This courtesy extends only to individuals with established right to interment. Fees for cremation interment shall be periodically reviewed and established by The Foundation. The current interment fee (for individuals with approved burial rights) is \$2,500. This fee does not cover any funeral related activities but rather is applied to the ongoing preservation and maintenance needs of the site. St. Michael's Cemetery is a historic site- the Foundation does not provide any professional services or sell plots.
- i. 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 individual sites 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.**
St. Michael's Cemetery is over 200 years old and the land surface is not level. Anyone entering the site should watch where they walk and be ever aware of the landscape around them. Further, leaning on fences or monuments could result in damage to the funerary architecture and to visitors in the cemetery.

Section III. Vegetation Management

- a. Digging:** Individuals are strictly prohibited from disturbing the surface of the landscape.
- b. Flowers and Arrangements:** Glass or ceramic containers or accessories are not permitted (glass is easily broken and as such creates a problem for maintenance

crews and visitors alike). Glass and ceramic containers will be removed and discarded if encountered. Fresh and artificial flower arrangements will be removed when in the judgment of the Foundation they become dated or show signs of wear. Arrangements held together with wire cannot be touching funerary architecture (rusting metal stains stone and promotes rust on fencing).

- 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 or Special Event. They will be removed after the holiday or event. If a special circumstance exists, individuals may contact the Foundation via phone or email to request further consideration.
- 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 its representative) after five (5) days. A fine of \$250 will be levied against any funeral home that does not comply.
- f. **Removal of arrangements, landscape debris:** All debris resulting from the removal of floral arrangements or from raking or approved weeding activities must be removed from the cemetery. No trash is to be left on site or on the City right of way.
- g. **Vegetation Establishment and Removal:** Individuals may not plant or remove 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 cemetery contains many substantial sized trees. These are protected and cannot be impacted by activities related to monument placement, plot or marker repairs, or cremains interment.

Section IV. **Interment and Disinterment**

- a. **Interments:** Interment services must be completed, graves must be closed, and all persons associated with the funeral must be out of the cemetery by closing time (5 PM)
- b. **Funeral Directors' Responsibilities:** The Funeral Director is responsible for all aspects of the interment. The Foundation must be contacted as soon as is possible

should a request for burial services be made to the funeral home. Services cannot be scheduled or the ground disturbed prior to the Foundation confirming that the individual had established the right to interment. The funeral home is responsible for securing the Foundation approved cremains shaft excavators. All digging is by hand. Additionally a Foundation approved monitor will be present at the cremains interment opening and closing. The monitor is on site to observe and monitor activities in case any problems arise. The monitor is authorized to halt excavation if a problem is encountered. At this point the Foundation will be called and the issue resolved before excavation can continue. Excavation for new cremains shafts cannot disturb earlier burials or disturb tree roots. The funeral director must be on site to both assure the correct site is being excavated and to assure no problems are encountered that require further discussion by the Foundation. If there is any question of where responsibility lies, the funeral home must immediately contact the Foundation for direction. The funeral home 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. Funeral Directors are responsible for arranging for movement of non-ambulatory attendees at graveside services.

- 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. **Interment Opening and Closing:** Shafts must be opened by hand. Excavated soil must be deposited onto a plastic sheet adjacent to the opening. The Foundation will approve who may and/or may not open a shaft/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 shafts must be closed immediately following the interment ritual and plastic sheeting removed. The Foundation or its agent will monitor shaft closing, which is the responsibility of the funeral home acting on behalf of the party exercising the Right of Interment.
- e. **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. Soil shall not be redistributed within the cemetery, unless previously approved by the Foundation.
- f. **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 (monitoring fee is included).
- g. **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.

- h. 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.
- i. Interment Space Capacity:** No more than two (2) cremains containers of ashes may be interred in a single burial space (space permitting). Containers must be approximately twelve (12) by six (6) inches in size. Shaft excavation must allow for the top of the cremains container to be eighteen (18) inches below the land surface.
- j. Right to Interment Forms:** Interested parties may obtain Right to Internment request forms from St. Michael's Cemetery Foundation of Pensacola, Inc. / P.O. Box 13602 / Pensacola, Florida 32591. The form is shown in Appendix "C" and may be reproduced for use in lieu of obtaining a form from the Foundation.
- k. 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 impact must be made. Interment cannot take place if doing so would result in the loss of a mature tree. Lastly, desired space must accommodate placement of a cremains container. Please note that in some instances there is no room even for cremains. In such instances, the Foundation reserves the right to deny cremains to prevent disturbance of previous burials or damage to mature trees.

Section V. Procedures & Standards for Monuments, Markers, and Fences

- a. Cleaning Stone Work and Metal Fencing:** Individuals may not enter the cemetery and clean, repair, paint, or otherwise alter any site regardless of their relationship with the site. All conservation work is advanced under the direction of the SMCF Review Committee.
- b. Cemetery working hours:** Hours established for stone or memorial installation, or other work in the cemetery will be Monday through Friday, 9:00 a.m. until 5:00 p.m. No work shall be done on Saturdays, Sundays or holidays unless specifically authorized by the Foundation. ALL WORK MUST BE APPROVED BY THE FOUNDATION AND THE FOUNDATION MUST BE NOTIFIED WHEN WORK WILL BE SCHEDULED.
- 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.
- d. Markers:** New markers can only be introduced with prior approval of the Review Committee. Small gray granite pillow markers are the preferred style and material unless otherwise requested/approved by the Review Committee. Appendix "B" 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. No photographs may be attached to markers. No existing markers may be removed or discarded. All markers must be approved by the Review Committee prior to 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.

- e. **Responsibilities of Monument Companies:** The Foundation must be notified prior to any activity in the cemetery. A Foundation representative must be on site during any installation or other such activity. 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.

- f. **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. 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. Appendix "A" contains the requisite forms for repair of markers and other fixtures. A professional stone conservator or technician approved by the Review Committee must repair damage.

- g. **Work Permits Required:** All vendors must have a copy of written approval for specific work to be undertaken with them on site. No work of any description shall be done or placed upon a lot or space unless a letter of approval 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.

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, monument unveiling ceremonies; educational, historical or cultural awareness tours; public recognition ceremonies, religious events, family or church gatherings, photography or nature appreciation activities, cemetery improvement activities or any other activity approved by the Review Committee. Weddings are not allowed in the cemetery. Paranormal activities are not allowed in the cemetery. Tour groups (10 or more) must notify the Foundation prior to bringing groups (on foot) into the cemetery.

Group leaders must be familiar with the cemetery OP&R and insure compliance with applicable portions thereof.

- b. After-Hour Activities:** Requests for any after-hours events must be reviewed by the Review Committee.
- c. Restricted Activities:** Treasure hunting, paranormal activities, tomb stone rubbings, inappropriate photography, loud gatherings and other such activities are not permitted. Group athletic events must have prior approval.

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 welcomed.
- f. Firearms:** No firearms are permitted except: in connection with a military funeral or similar occasion or by law enforcement officers.
- 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 is prohibited.
- j. **Respect for Property:** 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.
- k. **Smoking:** Smoking within the Cemetery boundaries is prohibited.
- l. **Treasure Hunting:** Treasure hunting is not allowed. Metal detectors are prohibited except for official purposes approved by the Foundation. No artifacts may be removed from the cemetery.
- m. **Waste Disposal:** **Please make every effort to carry your trash out.** If trash cannot be carried out, visitors should use the established waste container at the rear of the office building at the north end of the site. Littering is prohibited.
- n. **Inappropriate Behavior:** Individuals using threatening, abusive, or inappropriate language or gestures will immediately be asked to leave the cemetery. If an individual refuses to leave upon request, the Foundation will notify the police and have the individual escorted from the site. Repeat behavior will result in the individual being denied access to the site.

Section VIII. **Vehicle and Traffic**

- a. There is no through traffic in the cemetery. Gates will remain closed with the pedestrian gates open unless full access is needed by handicapped individuals or maintenance crews.
- b. **Damage Reporting:** The operators of vehicles must immediately report to the Foundation any damage to trees, shrubbery, turf, signs, coping, lot markers, monuments, utilities, fences, or structures caused by the vehicle within the cemetery.
- c. **Funeral Processions:** Due to the limited space on the service road, only essential vehicles may enter the cemetery.
- d. **Monuments and Markers:** Under no circumstances shall a vehicle be driven over flat ledgers, monuments or markers in the cemetery.

- e. **Parking:** Vehicles should be parked outside the cemetery unless the driver or passenger is handicapped. 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.

- f. **Permitted Off-Road Activities:** The following vehicles will be allowed to operate 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:
 - *Stand behind mowers and other equipment used specifically for grounds maintenance activities.
 - *Trucks, brush chippers, leaf vacuums and other equipment used for debris removal operations after severe weather incidents.
 - * Personal wheelchair and other specialized medical equipment to allow access to those persons with physical disabilities.
 - *Other equipment authorized by the Foundation required for cemetery maintenance and conservation 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 pay for any damage to the turf.

- 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 tents, chairs, and for placing small monuments
 4. Tour vehicles, recreational vehicles, buses;
 5. And, all other vehicles not specifically authorized by the St. Michael's Cemetery Foundation.

- i. **Traffic Rules:** Vehicles shall not be driven through the grounds at a speed greater than five (5) miles per hour and must always be kept 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. Tours:** Tours (group) may be requested by calling the Foundation and leaving a message on the phone or by emailing the Foundation. Tours by outside groups must be approved prior to the event.
- 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.
 - a. 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.
 - b. Parking:** Tour service vehicles must park outside of the Cemetery and under no circumstances may be parked within the cemetery.
 - c. 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.
 - d. Tour Registration:** All cemetery tours must register with the Foundation.
 - e. Types of Tours:** Walking tours of the cemetery may be conducted between 9am and 4pm seven days a week unless otherwise authorized by the Foundation.

- f. Waste Disposal:** Each tour must provide its own means of waste disposal. No debris from a tour is to be left on cemetery property or in the onsite trash container.

Notes:

APPENDIX "A"

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: _____

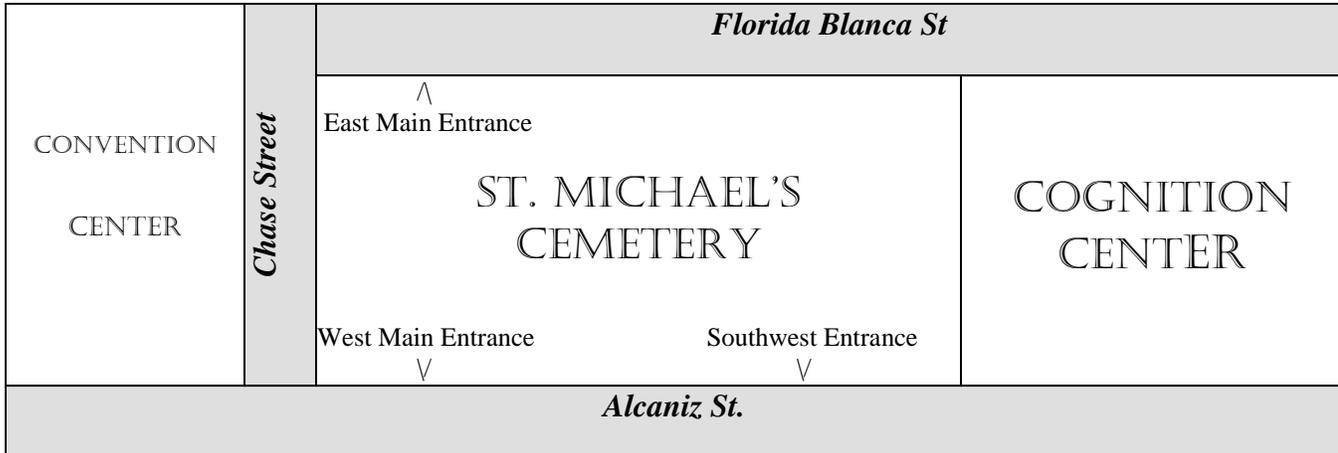
Phone number and email: _____

Relation to deceased's marker: _____

Name inscribed on marker: _____

General location of marker (please indicate below)

Indicate general location of plot below.



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 approved by the Review Committee and generally must be done by professional conservators approved by the SMCF Review Committee.*

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

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

APPENDIX "B"

REQUEST FOR NEW MEMORIAL INSTALLATION ST. MICHAEL'S CEMETERY

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

Name of applicant(s): _____

Address: _____

Phone Number and email: _____

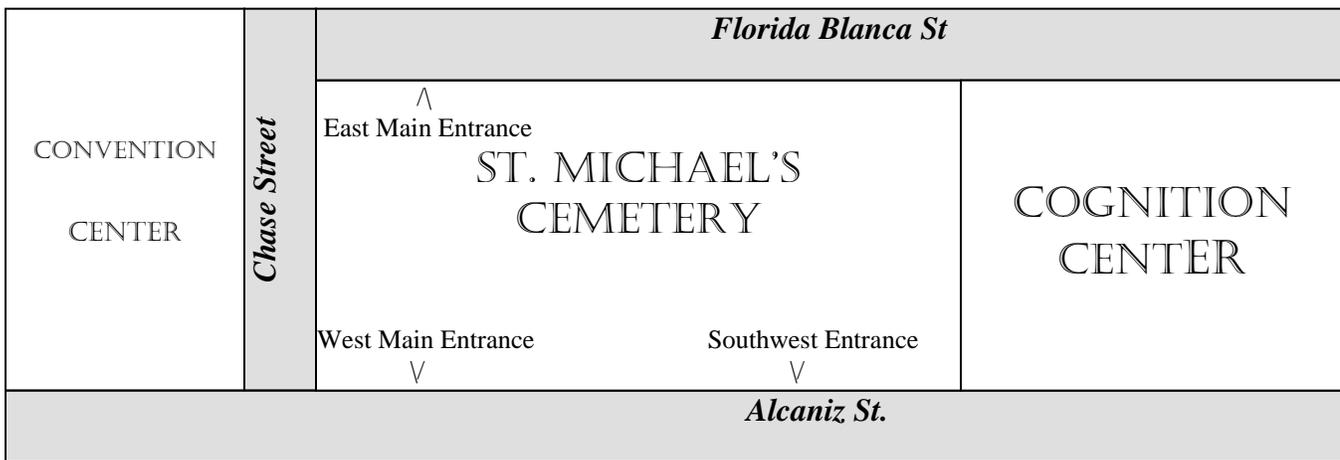
Name of deceased: _____

Date of death: _____

Right to Interment documentation attached (do not send originals)

Location of burial plot: _____

Indicate general location of plot below.



Type of marker 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 SMCF Review Committee.*

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

APPENDIX "C"

**RIGHT OF INTERMENT (CREMAINS ONLY) REQUEST FORM
ST. MICHAEL'S CEMETERY**

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

Name: _____

Address: _____

Telephone Number/email: _____

I claim right to interment in St. Michael's Cemetery because (attach additional pages if needed):

_____.

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 "D") of St. Michael's Cemetery OP&R.
- Attach documents (copies) that support claim to interment rights in St. Michael's Cemetery.
- Attach notarized statement indicating you have consulted with other family members of the original plot grantee and that they support your use of a family related space.
- Attach releases from affected family members indicating they relinquish their right to the burial space being requested (please enclose written consent by each impacted family member). See Section I part g.
- By signing below, I acknowledge that I have read the SMCF Operating Procedures and Regulations and that I will comply with them.

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 "D"
OVERHEAD DIAGRAM OF ST. MICHAEL'S CEMETERY

Please indicate burial location being requested in the Right to Interment application and enclose with application

St. Michael's Cemetery



Map drafted by Teresa Aberle and Johan Liebens