

ORLAND CEMETERY DISTRICT

INTERMENT SERVICE POLICY

Policy Title	Interment Service Policy	Policy No.	08-2026
Adopted	08/11/2026	Effective	09/01/2026
Last Revised	N/A	Approved By	Board of Trustees

1. Purpose and Relationship to District Rules:

The Orland Cemetery District is committed to providing interment services in a respectful, dignified, and safe manner while maintaining an orderly environment for families, funeral service professionals, District employees, and visitors. This policy establishes the procedures and requirements governing all interments conducted within the District's cemeteries.

This policy applies to all funeral homes, mortuaries, clergy, families, and individuals utilizing the Orland Cemetery District's cemeteries and facilities.

This policy is intended to be read and applied in conjunction with the Orland Cemetery District Rules and Regulations. These Interment Service Guidelines and the District Rules and Regulations may be amended, revised, or updated by the Orland Cemetery District at any time, as deemed necessary.

2. Interment Quotes and Required Documentation:

Before the District will prepare or issue an interment quote, the family or mortuary must provide a completed Orland Cemetery District Interment Request Form and acceptable proof of residency, when residency-based pricing is requested or applicable.

The District may require additional information or documentation reasonably necessary to prepare an accurate quote or confirm eligibility for applicable rates.

Supporting documentation accepted by the District, as applicable: mortgage bill, utility bill, California driver's license, cell/phone bill, California vehicle registration, bank statement, property tax billing, U.S. passport and California identification card.

3. Scheduling and Service Availability:

All interment services shall be scheduled with the Orland Cemetery District a minimum of seventy-two (72) hours in advance. Requests submitted with less than the required notice will be accommodated only as staffing and scheduling permit.

Interment services may be scheduled Monday through Friday, with the earliest service beginning at 9:00 a.m. All interment services must be concluded no later than 1:00 p.m.

Saturday interments are available only with prior approval of the District, are subject to staff availability, and require payment of the applicable overtime fee as established by the District's Fee Schedule. No Saturday interments will be scheduled on holiday weekends.

No interments shall be made on Sundays or on the following holidays:

- New Year's Eve (December 31)
- New Year's Day (January 1)
- Martin Luther King, Jr. Day
- Presidents' Day
- Farm Worker Appreciation Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

Exceptions may be made only when an interment is ordered by a Public Health Officer or in the event of an extreme emergency. The existence of such an emergency shall be determined jointly by the Orland Cemetery District General Manager and the Funeral Director.

4. Payment of Interment Fees

All interment fees must be paid in full prior to the scheduled interment service. The Orland Cemetery District accepts payment by cashier's check or money order.

5. Permit for Disposition of Human Remains

Pursuant to California Health and Safety Code § 103050, an Application and Permit for Disposition of Human Remains (VS 9) is required for the disposition of human remains. The applicable permit must identify the cemetery or place of disposition as required by law.

The Orland Cemetery District must receive the completed and issued permit before the scheduled interment. No interment will take place unless the required permit has been provided to and is in the possession of the District.

6. Interment Service Location:

Families may choose to hold the interment service either at the Gazebo at IOOF Cemetery or at the gravesite within the cemetery where the interment will occur. The family must specify its selected interment service location at the time the interment is scheduled with the District. The Gazebo is located at:

IOOF Cemetery

3900 County Road P
Orland, California 95963

7. Interment Service Duration:

Interment services are limited to one (1) hour unless otherwise approved by the District. One (1) additional hour may be approved during normal District business hours at a fee of \$150.00 for residents and \$200.00 for non-residents. Any additional service time that extends beyond normal

District business hours shall be subject to the applicable overtime fee as established in the District's current Price List. All requests for additional time are subject to prior District approval.

8. Monument Foundation Requirements:

All immediate-need interment purchases shall include the purchase of a monument foundation through the Orland Cemetery District.

This requirement promotes a consistent and orderly appearance throughout District cemeteries, provides a uniform foundation for the placement and installation of memorials, and helps reduce long-term maintenance requirements, associated costs, and operational impacts to the District.

9. Outer Burial Containers:

Outer burial containers for both casket interments and cremation interments must be purchased through the Orland Cemetery District.

This requirement ensures that all outer burial containers are appropriately sized, compatible with District equipment, and suitable for installation within District cemeteries.

10. In-Ground Memorial Vases:

All in-ground memorial vases installed within a monument pad must be purchased through the Orland Cemetery District.

This requirement ensures that vase dimensions and installation specifications remain consistent throughout District cemeteries. Standardizing the vases also allows the District to maintain compatible replacement units when a vase becomes damaged, worn, or otherwise requires replacement. In-ground memorial vases purchased from families, mortuaries, monument companies, or other outside vendors will not be accepted for installation.

11. Memorial Marker Requirements:

All memorial markers, including headstones and monuments, must be submitted to the Orland Cemetery District for review and approval prior to installation.

District approval is required to ensure compliance with applicable District requirements regarding size, dimensions, placement, materials, design, and installation. No memorial marker may be installed within a District cemetery without prior approval from District staff.

12. Seating:

The District will provide (10) chairs for grave site interments and (20) chairs for gazebo interment services. Additional seating shall be the responsibility of the attending funeral home or family.

13. Sound System Availability and Use:

A sound system is available upon request, for Gazebo interments only. Requests may be made through the attending funeral home or by contacting the Orland Cemetery District Office at (530) 865-3880 prior to the scheduled service. An additional fee is required. \$30.00 for Residents and \$60.00 for Non-Residents.

14. Music and Gravesite Entertainment:

Interment services that include mariachi bands, live or amplified music, or other gravesite entertainment must receive prior approval from the Orland Cemetery District. Requests should be submitted to the District in advance of the scheduled service and are subject to District approval based on the nature of the activity, location, safety considerations, and the orderly operation of the cemetery. Any approved music or gravesite entertainment is included within the one (1) hour time limit for the interment service and does not extend the allotted service time.

15. Procession to the Gravesite Gazebo Interment:

At the conclusion of an interment service held away from the gravesite, the attending funeral home or mortuary shall be responsible for escorting and transporting the casket or urn to the gravesite for interment.

For direct cremation interments without a formal service, District grounds staff will respectfully transport the urn to the gravesite for interment.

16. Witnessing the Interment:

Family members and guests may witness the lowering of the casket or urn into the grave, provided weather conditions, site conditions, and operational safety permit.

Following the lowering, attendees will be respectfully asked to relocate to a designated area to allow District personnel to safely complete the closing of the grave.

17. Traffic Cones and Graveside Parking:

District staff may place traffic cones near the gravesite before an interment service to reserve access for the hearse and other necessary funeral service vehicles. The cones are intended to keep the designated approach to the gravesite clear and to support the safe and orderly movement of vehicles and attendees.

Individuals attending a graveside service shall park only in areas where traffic cones have not been placed and shall not move, relocate, or remove District traffic cones.

If parking accommodations are needed for individuals who are elderly, disabled, or have limited mobility, the attending mortuary shall notify the District in advance and request appropriate parking accommodations. The District will make reasonable accommodations based on site conditions and available access.

18. Alcohol and Illegal Drugs Prohibited

The possession, consumption, use, or distribution of alcoholic beverages, illegal drugs, or other unlawful controlled substances is strictly prohibited on all Orland Cemetery District property.

Any violation of this provision may result in the immediate conclusion of the interment service. The District reserves the right to assess additional fees for delays, cleanup, property damage, or other costs incurred as a result of the violation.

19. Safety and District Authority:

The safety of families, visitors, funeral professionals, and District employees is of paramount importance.

The Orland Cemetery District reserves the right to modify, suspend, postpone, or conclude any interment service whenever conditions are determined to be unsafe or when the actions of any individual or group interfere with the orderly operation of the cemetery. Such conditions may include, but are not limited to, hazardous weather, unsafe ground conditions, disruptive behavior, violations of District policies, or any circumstance that presents a risk to public safety.

District personnel are authorized to enforce this policy, and their directions shall be followed while on District property.

20. District Management and Issue Resolution:

Questions, concerns, complaints, or issues involving District employees, interment services, cemetery operations, or the application of District rules and policies shall be directed to the District Manager for review and resolution.

Outside individuals and organizations, including mortuaries, funeral homes, vendors, clergy, associations, and other third parties, do not have authority to supervise or direct District employees, alter District operations, or waive, modify, or change District rules, regulations, policies, or procedures. Any request for an exception, operational change, or policy interpretation must be submitted to and approved by the District Manager or other duly authorized District representative.

21. Questions and Contract Information:

Questions regarding this policy, interment scheduling, or requests for the District's sound system may be directed to:

Orland Cemetery District

3900 County Road P

Orland, CA 95963

Phone: (530) 865-3880

The Orland Cemetery District appreciates the cooperation of funeral homes, clergy, and families in observing this policy. By working together, we can ensure that every interment is conducted with dignity, respect, compassion, and the highest regard for the safety and well-being of all those in attendance.