

ORLAND CEMETERY DISTRICT
ORLAND CEMETERY DISTRICT
Interment Service Policy

Policy No.	08-2026	Effective Date	September 1, 2026
Adopted	08/11/2026	Last Revised	N/A

1. Purpose and Relationship to District Rules:

The Orland Cemetery District is committed to providing interment services in a respectful, dignified, safe, and orderly manner. This Policy establish procedures and requirements for families, mortuaries, funeral homes, clergy, vendors, monument companies, visitors, and other persons participating in or supporting interments within District cemeteries.

This Policy shall be read and applied in conjunction with the Orland Cemetery District Rules and Regulations.

This Policy 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.

3. Scheduling and Service Availability:

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

Interment services may begin no earlier than 9:00 a.m. and must be concluded no later than 1:00 p.m., unless otherwise approved by the District.

Saturday interments are available only with prior District approval, are subject to staff availability, and are subject to the applicable overtime fee. No Saturday interments will be scheduled on holiday weekends.

No interment shall be made on Sunday or on any of 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)

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- Christmas Day (December 25)

An exception may be made when an interment is ordered by a public health officer or in the event of an extreme emergency. The existence of an extreme emergency shall be determined jointly by the District Manager and the Funeral Director.

4. Payment of Interment Fees:

All interment fees must be paid in full before the scheduled interment service takes place. The Orland Cemetery District accepts cashier's checks and money orders for payment of interment fees.

5. Permit for Disposition of Human Remains:

Pursuant to California Health and Safety Code § 103050, a permit for disposition of human remains is required before disposition. The District must receive the completed and issued Application and Permit for Disposition of Human Remains (VS 9), or other legally sufficient permit, before an interment may take place.

No interment will proceed unless the required permit has been received by the District.

6. Interment Service Location:

Families may choose to hold the interment service either at the Gazebo located at IOOF Cemetery, 3900 County Road P, Orland, California 95963, or at the gravesite where the interment will occur.

This service-location choice applies to interments at IOOF Cemetery, Masonic Cemetery, Graves Cemetery, and Catholic Cemeteries. The family or attending mortuary must specify the selected interment service location at the time the interment is scheduled with the District.

7. Interment Service Duration:

Interment services are limited to one (1) hour unless additional time is approved by the District in advance.

One (1) additional hour during normal District business hours is available, subject to prior approval, at a fee of \$150.00 for Residents and \$200.00 for Non-Residents.

Additional time extending beyond normal District business hours is subject to the applicable overtime fee as listed on the District's current Price List or Fee Schedule.

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 containers are appropriately sized, compatible with District equipment, and suitable for installation within District cemeteries. Outer burial containers supplied by mortuaries, families, vendors, or other outside sources will not be accepted for interment.

10. In-Ground Memorial Vases:

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

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Standardizing vase dimensions and installation specifications allows the District to maintain compatible replacement units when a vase becomes damaged, worn, or otherwise requires replacement. In-ground memorial vases supplied by families, mortuaries, monument companies, vendors, or other outside sources 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 approximately ten (10) chairs for gravesite interment and twenty (20) chairs for Gazebo interment services. Additional seating is the responsibility of the attending mortuary, funeral home, or family.

13. Sound System Availability and Use:

A sound system is available upon request, for Gazebo interment services only. Requests should be made in advance through the attending mortuary 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:

Mariachi bands, other live or amplified music, and any other gravesite entertainment or special presentation require prior approval from the Orland Cemetery District.

Any approved music, entertainment, or special presentation is included within the one (1) hour interment service limit and does not extend the allotted service time unless additional time has been approved and any applicable fees have been paid.

The District may consider the nature of the activity, location, safety, cemetery operations, and the rights and needs of other cemetery visitors when determining whether approval will be granted.

15. Procession to the Gravesite and Direct Cremation Interments:

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

For direct cremation interments in which no formal service is conducted, District grounds staff will 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 when weather, site conditions, equipment placement, and operational safety permit.

After the lowering has been completed, attendees will be asked to move to a location designated by District staff so that cemetery personnel may safely complete the closing of the grave.

17. Traffic Cones and Graveside Parking:

District staff may place traffic cones near a gravesite before an interment service. The cones are used to preserve clear access for the hearse and other vehicles or equipment necessary to conduct the interment safely and efficiently.

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Persons attending a graveside service must park only in areas where District traffic cones have not been placed. District cones may not be moved or removed by attendees, mortuary personnel, vendors, or other persons without permission from District staff.

If parking accommodations are needed for individuals who are elderly, disabled, or have limited mobility, mortuary staff must notify the District in advance so appropriate parking accommodations can be considered and arranged when feasible.

18. Alcohol and Illegal Drugs Prohibited:

The possession or consumption of alcoholic beverages and the possession, use, or distribution of illegal drugs are prohibited on all Orland Cemetery District property.

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

19. Safety and District Authority:

The safety of families, visitors, funeral professionals, vendors, and District employees is of paramount importance. The District reserves the right to modify, suspend, postpone, or conclude any interment service when conditions are unsafe or when conduct interferes with the safe and 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, interference with District operations, or any circumstance presenting a risk to persons or property.

District personnel are authorized to enforce this Policy and applicable District Rules and Regulations while on District property.

20. Compliance and Enforcement:

All individuals, families, mortuaries, vendors, contractors, clergy, visitors, and other persons present on Orland Cemetery District property are required to comply with all applicable District Rules and Regulations, policies, procedures, and directions issued by authorized District staff.

If any person fails or refuses to comply with District requirements, engages in disruptive or unsafe conduct, or interferes with cemetery operations, the District reserves the right to immediately suspend or conclude the interment service or other activity and may require the individual or individuals responsible for the violation to leave District property.

If an interment service is suspended or concluded due to a violation of District Rules and Regulations, policies, procedures, or authorized staff direction, fees previously paid or assessed for the scheduled service shall not be refunded. If the interment or service must be rescheduled as a result of the violation, all costs and applicable fees associated with rescheduling shall be the responsibility of the person or party responsible for the violation.

If violations, disruptive conduct, or interference with District operations continue or are repeated, the District reserves the right, to the extent permitted by law, to restrict or prohibit the offending individual or individuals from entering District property in the future.

Nothing in this section limits the District's authority to take any additional action reasonably necessary to protect families, visitors, District employees, cemetery property, or the safe and orderly operation of District cemeteries.

21. District Management and Issue Resolution:

Questions or concerns regarding District employees, interment arrangements, interment operations, cemetery procedures, or the interpretation or application of this Policy shall be directed to the District Manager.

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Outside organizations, mortuaries, funeral homes, vendors, clergy, families, or other third parties do not have authority to direct District employees or to alter, waive, suspend, or change District rules, policies, procedures, or operational requirements. Any requested exception or modification must be authorized by the District through the appropriate District representative or governing body.

22. Questions and Contact Information:

Questions regarding this Policy, interment scheduling, product requirements, or service arrangements may be directed to:

Orland Cemetery District
3900 County Road P
Orland, CA 95963
(530) 865-3880

BOARD ADOPTION

Adopted by the Board of Trustees of the Orland Cemetery District on August 11, 2026.



Board Chair



Date



District Manager



Date