

**CITY OWNED CEMETERIES
CAVE SPRINGS & RIVERSIDE CEMETERIES
RULES & REGULATIONS
March 12, 2001**

FORWARD

All cemetery property is sacred ground devoted to the burial of our loved ones. A respectful atmosphere shall be maintained at all times.

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A: PURPOSE

These rules and regulations are designed for the protection of owners of interment rights as a group. They are intended, not as restraining, but rather as preventing the inconsiderate from taking unfair advantage of others. The adoption of these rules and regulations will help protect and preserve the lasting beauty and tranquility of the cemeteries. Issues not specifically covered in these rules and regulations, must be approved by cemetery management. These regulations apply to all interment rights whether issued prior to or subsequent to purchase of interment rights.

B: RIGHTS & RESPONSIBILITIES of CEMETERY MANAGER or (Designated Representative)

1. The management reserves the right to compel all persons in the cemetery to obey all rules and regulations.

2. The management shall take reasonable precaution to protect the property rights of owners, within the cemeteries, from loss or damage, but disclaim all responsibility for loss or damage from causes beyond it's reasonable control.
 - A) Loss and/or Damage beyond reasonable control includes, but is not limited to:
 - a. Damage caused by the elements / acts of God.
 - b. Damage caused by vandals / malicious mischief makers.
 - c. Damage caused by explosions.
 - d. Damage caused by any military or civil authority.
 - e. Losses by theft / thieves.
 - f. Damage caused by normal cemetery operations and use of equipment.
(Proper action shall be taken for any damage that occurs due to negligence on the part of any cemetery employee).
3. The management shall have the right to correct any errors that may be made during interment, disinterment, transfer, conveyance, or sales of grave lots.
 - A) Errors may be corrected by way of, but not limited to:
 - a. Substituting other interment rights of equal value and similar location as near as possible.
 - b. The disinterment / re-interment of remains to the correct right of burial lot.
(with proper disinterment / re-interment permit).
 - c. Issue a new corrected deed to the owner. (retrieve and void incorrect deed)
4. The management must approve and authorize the sale or transfer of any interment right.
5. If any memorial, inscription or any structure whatsoever is found to be offensive, it shall be the duty of management to initiate the action for removal, change, or otherwise correct the offensive object or inscription.
6. The management reserves the right to crossover and/or place equipment upon any properties within the cemeteries, as is deemed necessary, to accomplish all duties associated with the services provided.
7. The management reserves the right to remove, temporarily, any memorial out of position as is deemed necessary to gain access to the work area.
(Any memorial moved shall be placed back to it's original position as quickly as is reasonably possible).
8. The cemetery management reserves the right to prune, cut-back or remove any tree, shrub or herbage that is or becomes detrimental to adjacent lots, roadways or is prohibiting to the access and preparation of gravesites.
(The cemetery management shall use every available means to avoid permanent damage or destruction of any tree, shrub or herbage, but disclaim all liability or responsibility for the replacement and/or cost of any plants that may be destroyed due to necessity of normal work procedures).
9. The cemetery management reserves the right to remove any dead tree, shrub, or herbage in order to protect and preserve the beauty of the cemeteries.

C: INTERMENT PROCEDURES

1. There must be a burial permit for application of interment.
2. All service charges are payable prior to any interment or disinterment.
3. Cemetery lots or single graves are sold for the sole purpose of right of burial for the use of the family. Relatives and heirs may be buried in the grave lot with a notarized statement attached to the right of burial interment.
4. The burial of two bodies in the same grave is not permitted, except when both bodies are in the same casket. (The fee for opening remains the same).
5. If a grave is purchased for the purpose of interment of cremations, five (5) cremations are permitted, provided there are no vault burials on the grave.
6. Limit of two (2) cremation interments are permitted over a vault burial grave.
7. There is an additional charge for all Saturday, Sunday and holiday interments.
8. Cemetery employees will conduct all opening and closing procedures.

D: DISINTERMENT PROCEDURES

1. Any disinterment shall be handled in conjunction with any and all laws pertaining to such operations.
2. Any disinterment shall be performed by the cemetery personnel, under the direction of the manager or his/her designated representative.
3. Disinterment fees are the responsibility of the disinterment applicant.
4. Any additional cost incurred in the way of contract work, funeral home, vault, and transportation shall be the responsibility of the person(s) making application for disinterment with no cost to the cemetery.
5. Any application for disinterment requires a thirty (30) day notice to cemetery management, except in the case of a court order.

E: PERSONAL CARE of GRAVE LOTS

1. Owners of interment rights who wish to personally perform the maintenance of their cemetery plots in the way of mowing & trimming and/or landscaping must receive permission from cemetery management and agree to the following conditions:
 - a. Upon such request, person (s) shall agree to perform the maintenance of said property in keeping with the cemetery maintenance program.
 - b. If the terms of agreement are not fulfilled and the property becomes unsightly due to the lack of care, management reserves the right to begin necessary maintenance of that property, as is deemed necessary, to protect the beauty and uniform appearance of the cemeteries).

F: FLOWERBEDS

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1. Lot owners shall request permission to construct flowerbeds on right to burial and/or any cemetery property.
2. Flowerbeds are the sole responsibility of the owner.
3. Flowerbeds shall be kept within twelve (12) inches of the grave monument.
4. Flowerbeds must be properly maintained free of unsightly weeds and/or grass.
 - a) If it is determined by management that the flowerbed is unsightly, due to the lack of care, cemetery management reserves the right to take the necessary corrective action, including removal of the flowerbed, so to preserve the beauty and appearance of the cemeteries.
5. Landscaping materials (mulch, wood chips or stone) must be confined within landscape bordering. It is the responsibility of the owner to maintain the area.
 - a. If the landscape becomes an unsightly eyesore, it is the duty of the cemetery manager to take corrective measures to preserve the beauty of the cemetery.

G: CUT FLOWERS, POTTED PLANTS and ARTIFICIAL FLOWERS.

1. No large urns or potted plants may be permitted to block the path of the mowing equipment. If this occurs, the container shall be removed from the gravesite.
2. Potted plants shall be removed when the blossoms are dead.
 - a. Owners wishing to retain the pot must remove it or risk it being discarded.
 - b. Cemetery personnel are not responsible for broken or missing potted plants.
3. Cut flowers are permitted on each grave until which time they become wilted.
 - a. When the flowers become wilted / unsightly, the flowers and container shall be discarded.
 - b. Persons wishing to retain the container should remove the container from the gravesite promptly, within five (5) days.
 - c. Containers for cut flowers shall be positioned in conjunction with the monument or the head of the gravesite out of the path of mowing equipment.
 - d. Any glass containers used, such as vases, must be positioned on the head stone or otherwise elevated so not to be in the path of mowing equipment. (Broken glass is a great hazard to personnel during normal work procedures.
4. Artificial flowers are prohibited from being placed on the turf areas during mowing season from April 1st through October 31st, except when they are placed in a sturdy non-glass container and out of the path of mowing equipment.
 - a. Limit of two containers of artificial flowers is permitted per grave.
 - b. The containers shall be placed in conjunction with the head of the gravesite.
 - c. The cemeteries shall not be held responsible for any broken or damaged floral containers or floral arrangements.
 - d. Artificial flowers may be placed on the turf areas at the following special occasions; Easter, Mother's Day, Father's Day, Memorial Day and Forth of July, this applies to flags for Memorial Day & Forth of July.
 - e. Owners wishing to retain those flowers should remove them from the gravesite within ten (10) days following the occasion.
 - f. Flowers left on gravesite after ten (10) days following those occasions will be removed and disposed of.

5. All winter flowers, wreaths or holiday adornments shall be removed by March 20th.
6. All funeral floral pieces and containers shall be removed and disposed of when the flowers become wilted, not to exceed five (5) days.
 - a) Any person(s) wishing to retain any or all floral pieces or containers must do so within five (5) days.
7. All shepherd's staff floral arrangements must be placed out of the path of the mowing equipment.
8. All saddle-floral arrangements shall be left undisturbed except in the case that the artificial flowers have deteriorated and become unsightly. Only then will the artificial flowers be removed, leaving the saddle portion in place for future use.

H: COPING AROUND GRAVE LOTS

1. All coping (that is stone bordering around the grave lot) must be placed within the defined property lines of the grave lots.
 - a. Lot owner and monument company representative must request cemetery personnel to identify grave lot property lines before installation.
 - b. Coping must not exceed three (3) inches above ground level in order to allow mowing equipment access in to the enclosed grave lot for maintenance.

I: FENCING AROUND GRAVE LOTS

1. All fencing must be installed within the defined grave lot property lines.
 - a. Lot owner and contractor must request cemetery personnel to identify grave lot property lines before installation.
2. Chain link fencing is prohibited around individual grave lots.
 - a. Chain link fencing cannot be used in combination with other fencing materials.
 - b. Cemetery management reserves the right to construct chain link fencing to enclose the entirety of cemetery property or portions as recommended.
3. Wrought Iron fencing, decorative iron pipe fencing or combination of iron and stone fencing is acceptable.
 - a. Any fence must be installed with an opening or gate to allow access to the fenced in area with mowing equipment.
 - b. If any fence prohibits the access of mowing equipment, the owner is solely responsible for the maintenance of the grave lot.
 - c. If any fence prohibits the normal procedure of gravesite preparation and/or the access of equipment, any expenses incurred due to the need to remove and reinstall all or portions of the fence is the sole responsibility of the owner.
 - d. If the owner wishes to install landscape type fencing (wire, plastic or wood), owner is solely responsible for the upkeep and ground maintenance of the grave(s) enclosed.
 - dd. If through lack of routine care for the fence or the fenced grave lot, the gravesite becomes an unsightly eyesore, it is the duty of the cemetery manager to take corrective action in removal of the fencing so to protect the beauty and appearance of the cemetery.