

# RULES AND REGULATIONS GOVERNING NEW CARLISLE CEMETERY

For the protection of lot owners and the cemetery as a whole, the following Rules and Regulations have been approved by the City of New Carlisle. All lot owners and visitors shall be subject to these rules and regulations, amendments, or changes made by the city.

## GENERAL RULES

- **Hours**

1. The cemetery is closed from Dusk to Dawn
2. The cemetery working hours are 7:00 am 4:00 pm Monday thru Friday. The superintendent can be reached at 845-3624 or the city building 845-9492
3. Funerals are not allowed before 10:00am or after 4:00pm Monday thru Friday with out extra charges or Saturday, Sunday or holidays 10:00am until 2:00pm with out extra charges

- **Motor Vehicles**

- 1 Motor vehicles shall be driven on public driveways only and shall be driven in a safe manner

- **PETS**

- 1 Pets shall be kept on a leash and all pet waste shall be picked up and taken out of the cemetery by the owner of the pet.
- 2 Any damage done to the cemetery by the pet will be the owner's responsibility

- **DECORATIONS**

- 1 Grave decorations are permitted on the headstone or headstone base at any time
- 2 Winter decorations may be place on the ground after October 15 until March 1. If decorations are not removed by such date, they will be disposed of by the cemetery staff.
- 3 Decorations are permitted on the ground from Memorial Day for 10 days. All ground decorations after that date will be disposed of by cemetery staff.
- 4 Due to safety concerns, the following items are not permitted on the ground of the cemetery at any time; fences, coat hangers, rocks, stones, wire, ceramics, glass, shells, signs, tires and anything deemed unsafe. If these items are found they will be removed by the cemetery staff.
- 5 Deteriorated, unsightly and in appropriated grave decoration, as determined by the cemetery superintendent, shall be removed: at no time will the cemetery retain or store items removed from a grave.

- **FEES**

1. Fees for lot purchases, interments, disinterment, foundations, etc., are established by City ordinances. The current fee schedule is available upon request.
2. All fees and charges should be paid at the City's central cashier on Church Street. However, if special arrangements are agreed upon by the cemetery superintendent, some fees or other charges can be collected at the cemetery and delivered to the City's central cashier.
3. No burial will take place without the grave space and opening and closing charges being paid before closing of the grave.
4. No monument or markers can be placed on the grave or lot until all charges are paid in full. (All grave spaces, foundation, etc).

- **LOTS MONUMENTS AND GRAVE MARKERS**

1. Persons desiring to purchase a grave space(s) should contact the cemetery office to set up an appointment. The location of the spaces to be sold will be at the discretion of the cemetery superintendent.
2. No grave or lot shall be used for any purpose other than for burial of human remains
3. Only one above ground monument per grave space. All others have to be flush with the ground (according to section restrictions)
4. All monuments will be set on a foundation provided by the city for a fee set by City Ordinances. The foundation will not be installed until soil has settled over the burial.
5. The cemetery superintendent shall have the authority to remove any and all broken monuments and markers from the graves and place in storage. They will be held for one year, and if not called for within the time, they will be disposed of.
6. Monuments and markers should not be considered property of the City. Their maintenance and repairs are the responsibly of the lot owner and heirs. Monuments can be insured against damage through homeowner insurance policies or separate insurance policies

- **PLANTING AND GROUND MAINTENANCE**

1. Flowers may be planted next to the upright monuments foundation (may not be planted around flat markers) with written permission from the cemetery superintendent. All flowers beds are to be maintained by the lot owners. If the flowers beds are not taken care or become unsightly the cemetery will remove the flowers beds. No planting of woody plants (trees, bushes, etc.) is permitted on any grave
2. The City has the authority to remove any and all planting, including shrubs and trees, which are dead, have outgrown their usefulness, are unsightly, or have spread beyond control.

3. The general care of the cemetery is assumed by the City and includes the cutting of the grass at reasonable intervals, and the pruning of shrubs and trees that may be placed by the City, at intervals no less than those set by the ORC Section 4767.06(H).
4. No persons other than employees of the City or contract labor of the City shall be permitted to perform any work on lots. This includes no temporary or permanent installation of bricks, concrete, blocks, stone, fences, railing or other landscaping fixtures on or around any grave sites.

• **INTERMENTS**

1. Arrangement for interments should be made at least twenty four hours in advance of the time of funeral service. All efforts will be made to accommodate all requests.
2. The lot owner or funeral director may be required, if necessary, to accompany the cemetery staff to the lot and declare which space is to be used. The owner or heirs will need to fill out a **Burial permission form** for all burials that are not for the lot owner. Should the burial form not be filled out, the City reserves the right to deny the interments.
3. Vaults meeting the approval of the superintendent must be used for all interments, (concrete or steel) except for cremations.
4. The City will not be responsible for any mistakes which occur if arrangements for the interment are made by telephoning.
5. All interments must have a burial permit, burial permission form and be paid in full before closing of the grave.
6. The number of interments for a grave space is two but only one full size burial. The City has final decision in the number of interment to be made per grave space.

• **INDIGENT BURIALS**

1. All indigent burials will be made by cremation. To qualify for indigent burial; the deceased must meet all of the following criteria.
  - A. Was a resident of the City of New Carlisle, Ohio for a minimum of Six (6) months prior to the time of his/her death and.
  - B. Has no estate (cash, property or insurances etc) from which to pay the cost of a funeral and
  - C. Is not eligible for burial assistance from the Social Security Administration or Veterans' Administration. ORC 9.15 and 2108.70 to 2108.90 and
  - D. Has no family, next of kin, to pay the cost.

2. The City will provide the following services for approved indigent burials;
  - A. The cost of one grave, of the cemetery's choice of location.
  - B. The cost of cremation opening and closing
  - C. Cremation Charges up to a maximum cost of seven hundred fifty dollars (\$750.00) or amount set by the Ohio Revised Code.
3. The City Manager will have final say on indigent status.
3. No monument or grave marker is to be placed on an indigent gravesite without permission of the Cemetery Superintendent. Monuments may be added only if payment is made in full of the past cemetery expenses noted above.

• **TRANSFER OF OWNERSHIP RIGHTS**

1. Lots are conveyed by deed, for the purpose of interment only, and are not transferable (except original deeded owners). This does not forbid lot owner burying persons other than their family on their lots, except that same cannot be done for remuneration.
2. No lot owner but the original may sell or convey his/her lot, or part thereof, to any person but the cemetery, which may refund the original price, or part thereof, without interest, to any original lot owners, who may wish to sell lot/graves that are not used
3. The City provides a Burial Permission Form for the transfer of burial rights within a privately owned lot. This form requires the signature of the original owners, closest living heirs, or estate executor for permission to bury the remains of a deceased person, other than that of the original owner(s). Any of the nearest next of kin of the same degree can give permission and its deemed to be permission from all.
4. After the correct signatures are received, this form will be come permanent record of the cemetery.
5. A copy of the form can be picked up at the cemetery office, or we can send the form by e-mail, or fax.

The City reserves the right to change rules and regulation when needed to better manage the cemetery