

Rules & Regulations City of New Philadelphia Cemeteries

Evergreen - East Ave Cemetery - Fair Street Cemetery - Delaware Cemetery

The following rules and regulations have been established to govern all cemeteries under the City of New Philadelphia Department of Cemetery Operations. These rules and regulations are designed to provide the most practical means of maintaining, protecting and beautifying the cemeteries to the advantage of the general public and all Lot and Cremation Niche holders.

It is the desire of the Department of Cemetery Operations and the City of New Philadelphia to maintain the cemeteries as memorials of remembrance to the families and individuals interred within them. These rules and regulations are to be enforced by the City's Superintendent of Cemetery Operations.

The Superintendent of Cemetery Operations shall have the right to enact any rule or regulation not specifically covered in this document.

The Superintendent of Cemetery Operations shall have the authority to enforce all rules and regulations and to exclude from the property of the City cemeteries any person or persons violating the rules and regulations.

The City of New Philadelphia and the Department of Cemetery Operations strictly disclaim any responsibility or liability for accidents or damage to monuments, markers, foundations or cemetery decorations resulting from ordinary hazards of cemetery work. In addition, the City of New Philadelphia and the Department of Cemetery Operations also disclaim any responsibility or liability for the loss or damage of a foundation or monument due to the open and closing of a grave space.

LOT and CREMATION NICHE PURCHASE

The purchase of Lots or Cremation Niches from the Department of Cemetery Operations may be made through the Superintendent of Cemetery operations. Lots and Cremation Niches are exempt from taxation.

After payment of the full purchase price for the Lot / Niche has been received, a temporary deed receipt will be given to the purchaser. A copy of the temporary deed will be presented to the Mayor's office, which will then issue the purchaser a permanent deed for the Lot or Cremation Niche.

No Lot / Niche shall be used for any other purpose than for the burial of the human dead.

Terms for the purchase of Lots and Cremation Niches are as follows:

Pre-need Purchases

When no immediate burial is to be made, Lots and Cremation Niches will be paid immediately upon purchase by **cash or check**.

At-need Purchases

When a Lot is to be used immediately, it must be paid for on or before the open and closing of the Lot / Cremation Niche. If there are any additional adjoining Lots/Cremation Niches purchased at the time of the at- need sale, the deed holder will be granted 30 days to pay off the remaining balance. **Any purchase agreement not completed within 30 days will be terminated by the city.**

Lot or Cremation Niche consumers obtain only the right of burial on the Lot(s) / Niche(s) they have purchased. The consumer, and the Lot(s) / Niche(s) that have been purchased, are subject to all rules and regulations set forth by the City and the Department of Cemetery Operations .

Additional Terms

It shall be the duty of the Superintendent of Cemetery Operations to enter upon any Lot / Niche to prohibit, modify, remove any structure, object, improvement or adornment on which may have been placed there in violation of the rules or which may be considered objectionable or injurious to the Lot / Niche or adjoining Lots / Niches or the general appearance of the cemeteries.

Any additional interments on a specific Lot that has been already interred are subject to an additional right of interment fee.

The Department of Cemetery Operations currently allows three (3) interments per single Lot in these configurations:

One (1) full burial followed with two (2) Cremations or three (3) Cremations.

No curb or fence of any kind shall be erected on or around any Lot. The only markers allowed are the corner stones (Lot markers) place by the Department of Cemetery Operations.

CREMATION NICHES

The Department of Cemetery Operations will determine the allowable number of urns that can be placed in a Columbarium Niche on the date of purchase and will be written into the deed.

MONUMENTS

No monument shall be erected on any Lot until the purchase price is paid in full.

Foundations, monuments, markers in the city cemeteries will bet set according to the directions of the Superintendent of Cemetery Operations

All upright monuments shall be erected upon a concrete base extending no less than three (3) feet below the surface of the ground. The base of the monument requires at least a three (3) inch boarder and no more than eight (8) inches larger than the monument base.

All foundations for monuments will be poured by the City of New Philadelphia Cemeteries or its designee.

With no exceptions, no more than one upright monument will be permitted on one Lot.

No monument exceeding five (5) feet in height above surface of the lot may be erected.

Grave markers or foot markers require a three (3) inch foundation boarder. They shall be set in concrete and placed flush with the surface of the grave.

No monuments shall be erected upon any lot between the first day of December and the First day of April of any year except by special permission of the Superintendent of Cemetery operations.

Writing, scratching, marking or in any way Defacing crypts, columbarium's, monuments or flat markers is strictly prohibited.

BURIAL VAULTS

To maintain a high standard of care and to eliminate sunken graves, the Cemetery Department requires the use of an outside container or vault. All vaults shall be constructed of reinforced concrete or steel.

DECORATIONS

The City of New Philadelphia, Superintendent of Cemetery Operations or any persons connected with the operation or maintenance of the City cemeteries Does Not Assume responsibility for decorations placed in the Cemetery. Decorations are placed at the owner's risk.

Decorations will be permitted on the graves during the following periods:

- Summer decorations April 1 through September 15
- Winter decorations October 1 through March 15

Decorations placed on the graves at times other than the above mentioned periods will be disposed of promptly by the Department of Cemetery Operations. Flower saddles that are placed on the tops of monuments will not be removed during these time periods.

Planting of trees, shrubs, bushes or any vegetation considered to be perennial is prohibited unless granted permission by the Superintendent of Cemetery Operations.

At no time shall decorations be place in any glass container. No decorations constructed of glass are permitted.

Flowers may be planted in a flower bed next to the monument foundation. All flower beds shall be maintained by the Lot owner. If a flower bed becomes unsightly, the Cemetery shall have the right to remove the flower bed and reseeded.

The Superintendent of Cemetery Operations has the authority to remove any decoration that becomes unsightly or is disrespectful of the sacred nature of the cemetery.

No Flowers are to be placed or planted on or around flat marker monuments.

We recommend that no decoration of sentimental value be brought to the cemeteries.

No balloons or other inflatable items shall be permitted at any time.

Niches, Crypts, Mausoleums

No flowers or decorations are permitted to be hung, taped, glued or wired to Crypt or Niche fronts. These decorations will be taken down immediately and discarded.

The Department of Cemetery Operations will not be responsible for any decorations placed at the Mausoleum.

FUNERAL SERVICES

The Cemetery will be open for interments from 8 a.m. to 4 p.m. Monday - Saturday. There will be an additional charge for Saturday to cover employee overtime expenses. There will also be an additional charge for any funeral entering the cemetery after 3:00 p.m. The additional charge will be made according to the Cemetery Departments current price schedule.

There shall be no interments on the following days:
New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. There shall be no interments on any Sundays.

The Superintendent of Cemetery Operations shall be contacted before establishing the time of any funeral to avoid conflict with another funeral.

Notice of not less than 12 **working hours** shall be given for the opening of any grave.

All funeral processions upon the cemetery grounds shall be under the direction and control of the Superintendent of Cemetery Operations or his designee.

GENERAL RULES AND REGULATIONS

Persons caught vandalizing or stealing monuments or decorations will be prosecuted to the full extent of the law.

At no time shall a Lot holder or any other person apply any chemical herbicide, fertilizer, lawn or animal control or like material unless given special permission from the Superintendent of Cemetery Operations.

Eternal candles are permitted will be permitted if placed in a location approved by the Superintendent of Cemetery Operations. Lights, lighted trees, bushes or shrubs are prohibited

Multiple decorations are not encouraged. As a general rule, each Lot space should have no more than two (2) decorations.

Visitors will be permitted in the City Cemeteries during daylight hours only. Any person or persons found in the City Cemeteries after hours will be arrested for trespassing and prosecuted accordingly.

No person or persons shall be permitted on Cemetery property with a dog or dogs not on a leash.

Motor vehicles may be operated on Cemetery grounds at the speed not greater than 15 MPH. Vehicles shall at all times be operated and parked on driveways only.

The Superintendent of Cemetery Operations shall have the power to enforce all rules and regulations and to exclude from the property of the City Cemeteries any person or persons violating the same.

The Superintendent of Cemetery Operations shall be in charge of grounds and buildings, and at all times have supervision and control of all persons in the cemetery, including the conduct of funerals, traffic, employees, Lot holders and visitors. No one is permitted to apply any chemical herbicide, fertilizer, lawn or animal control or like material unless given special permission from the Superintendent of Cemetery Operations.

The Superintendent of Cemetery Operations shall have the right to interpret any rule or regulation not specifically covered in the Rules and Regulations

The Cemetery Department office' business hours shall be from 7:00 a.m. to 4 p.m. Monday through Friday or by appointment evenings and Saturdays

The Cemetery Department office will be closed on holidays.