

**AMENDED**

**CITY OF SYRACUSE**

**CEMETERY RULES AND REGULATIONS**

PASSED AND APPROVED by the City of Syracuse City Council on March 10, 2021.

The City of Syracuse has established the following Rules and Regulations for the Park Hill Cemetery.

Sexton:

Kelly Farmer

# **CITY OF SYRACUSE CEMETERY**

## **RULES AND REGULATIONS**

### 1. CEMETERY HOURS OPEN

The cemetery shall be open every day during daylight hours.

### 2. INTERMENT TIMES

Interment shall be Monday through Saturday during daylight hours. No funeral shall be held on Sunday, except when an emergency exists. The City of Syracuse shall decide if an emergency exists, based upon the facts presented to it.

### 3. INTERMENT

Funeral directors shall give the Cemetery Sexton at least 24-hours notice of an interment. Funeral directors and the Cemetery Sexton will work together to ensure that only one funeral is at the cemetery at one time.

### 4. DISINTERMENT

The Parks & Rec Director shall receive notice before disinterment may occur. Disinterment shall only be performed after obtaining necessary permits and/or court orders. When a disinterment is being made, no one shall be allowed to be present except those necessary to perform work, the immediate family, and/or legal representatives.

### 5. LOTS

Park Hill Cemetery has a Sexton in charge of the sale of lots, staking lots for funerals, and monuments. Staking fee shall be \$40.00 and may be amended as set forth in the Master Fee Schedule. The Cemetery Sexton shall be contacted for anyone interested in purchasing a lot. Any payment for lots and perpetual care will be presented to City of

Syracuse to have the certificate prepared and presented to the City of Syracuse clerk's office for processing.

6. CREMAINS

A. Park Hill Cemetery will allow the placement of two (2) cremation urns on one burial lot. Only one monument will be allowed at the head end. The second monument on the foot end will be flush with the ground. Park Hill Cemetery will allow the burial of one (1) cremation urn on top of the vault if it is a family member. The first option for cremation name must be on the family monument at the head end. The second option for cremation shall be monument on the foot end but flush with the ground. Cremains shall not be spread on the ground in the cemetery.

B. Monument for cremains that have been spread elsewhere must comply with 6.A. above. Staking for any cremains interment shall be \$40.00, payable to the City of Syracuse, which may be amended as set forth in the Master Fee Schedule. This notice must also be at least 24-hours in advance. An urn may be constructed of any material.

7. GRAVE MARKERS

A. FOUNDATIONS. All foundations for monuments shall be two (2) feet wide and no longer than the width of the lot or lots concerned (contact Cemetery Sexton for the width of the lot or lots in question and staking of said foundation). There shall be a \$20.00 staking fee for each monument, payable to the City of Syracuse, which may be amended as set forth in the Master Fee Schedule. A wet five-sack mix concrete foundation shall be no less than five (5) inches thick and a granite base shall be no less than three (3) inches thick. The top of the foundation shall

not protrude above ground level more than two (2) inches. A pre-cast monument base shall require an approved concrete foundation as described above.

B. **MARKERS.** All markers shall be made of stone provided by a monument company. Any other marker provided by the governmental or fraternal organization will be acceptable. . Markers shall be installed on the concrete foundation, not to exceed 20 inches in height. Bronze memorials (plaque) are allowed if installed on an approved concrete or granite base. No concrete or granite dome grave cover ledgers shall be installed in the cemetery.

C. Monument, markers and vases are the personal property of the individuals who purchase them. Insurance of the City of Syracuse does not cover privately-owned monument markers or vases and the damage to same are the responsibility of the individual owner.

8. **MEMORIALS (Anything other than the burial marker)**

A. **VASES.** Vases may be placed on the north and/or south end of a granite monument or concrete foundation. The vase must be made of stone or metal provided by a monument company. Vases may not be placed in front of or behind the granite monument or concrete foundation.

B. **MEMORIALS.** There shall be no other memorials or decorations allowed on the foundation, the ground around the grave marker, or on the lot, except as described in Section 9 below.

C. If two monuments or markers are to be installed on one lot, the second is to be at the foot end of the lot flush with the ground.

9. **FLOWERS AND ARRANGEMENTS**

- A. No glass or pottery containers, pieces of wire or similar anchoring material, nor other potentially dangerous material shall be permitted to be placed or utilized on any lot.
- B. Artificial and fresh cut flower bouquets are permitted any time of the year if placed in a subsurface type vase.
- C. Funeral flowers will remain on the grave space for ten (10) days only.
- D. For spring and summer seasons beginning April 1 and ending on November 1 of each year, no wreaths or sprays, or other decorative materials, such as shepherd hooks, chairs, glass jars, wrought iron or wooden crosses, toys, metal designs, or similar articles shall be used on any lot, except such decorative materials as can be contained in subsurface vases. Exceptions to the above restrictions will be made for a period of ten (10) days following an interment, Christmas day, Easter Sunday, Mother's Day, Father's Day and Memorial Day. After the cemetery staff picks up such decorations, they will be discarded, and the City of Syracuse will not be liable for any decorations that are discarded.
- E. All decorations, other than in approved vases, must be removed from the lot before the general cleanup day which is scheduled for April 1 of each year. This includes all Christmas flowers and decorations.
- F. Artificial and fresh cut flowers may be placed year round, as mentioned above, but they will be removed at the discretion of the city staff when they become withered, faded or unsightly.

#### 10. LIABILITY INSURANCE

The City of Syracuse and Park Hill Cemetery requires monument firms, lawn mower firms, grave digger firms and individual maintenance persons to furnish the City of

Syracuse evidence that the employer and employers are covered by workers' compensation insurance in the amount prescribed by Nebraska law. Each installer shall have in force an adequate policy or policies of public liability insurance in which the City of Syracuse and Park Hill Cemetery is named as additional insureds in an amount not less than \$500,000.00 and shall provide a certificate of insurance to the City of Syracuse.

11. CEMETERY WORK

The Parks & Recreation Supervisor or City Administrator must authorize anyone doing any work in the Park Hill Cemetery.

12. PETS

No pets or animals are allowed in the cemetery except 1) those necessary to assist disabled individuals; and (2) a horse-drawn carriage used to transport a casket, provided the horses must remain on the cemetery streets.

13. GENERAL CEMETERY RULES

- A. The use or possession of alcoholic beverages or illicit drugs is strictly prohibited.
- B. No littering.
- C. Cemetery hours shall be enforced.
- D. Speed limit in the cemetery is 15 mph.
- E. The City of Syracuse and any of its officers, employees or agents, are not responsible for theft, damage, or removal of anything placed on graves or lots. The City of Syracuse and any of its officers, employees or agents reserve the right to remove any and all things placed by anyone on the grounds of the cemetery, including on an individual grave site, anything that is prohibited by these rules and regulations; this includes, but is no limited to, items that require the

cemetery's authorization for same or any kind of marker, temporary or otherwise placed by authorized agents.

F. Any excess concrete and material must be removed from the cemetery.

#### 14. SALE OF LOTS

The price of a burial lot is \$400.00, which is allocated \$180.00 for the lot and \$220.00 perpetual care for the lot, which amounts may be amended as set forth in the Master Fee Schedule.

#### 15. MISCELLANEOUS

A. Park Hill Cemetery requires the use of steel vaults or concrete vaults of equal strength, except for cremains.

B. Monument dealers, engravers or persons employed by lot owners to do work on lots shall do the work during the regular cemetery hours.

C. Vault company personnel should at all times be careful not to damage vases, markers, monuments and flowers when delivering concrete boxes and vaults. Vault companies will be charged for the damage to graves, vases, markers and monuments.

D. Grave diggers and vault personnel their agents and employees will be charged for the damage to graves, vases, markers and monuments.

E. If any monument or grave marker has to be moved to dig a grave or set a vault, advance notification must be given to the Cemetery Sexton and funeral home. The funeral home shall contact the family if there are costs to replace the monument or the grave marker. The responsibility for the costs of moving the monument and grave marker shall be determined prior to moving any monument or grave marker.

- F. Monument personnel, vault personnel and grave diggers shall use designated cemetery alleys and streets when possible.