

Danville Cemeteries

Rules and Regulations

Bellevue Cemetery

Hilldale Cemetery

Danville, Kentucky

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Table of Contents

Danville Cemeteries: Rules and Regulations

Section and Title	Page
Section 1: General	3
Section 2: Burials	7
Section 3: Interment	8
Section 4: Cremains	10
Section 5: Plantings	11
Section 6: Monuments	14
Section 7: Funeral Services	16
Section 8: Superintendent	17
Section 9: Endowment Care	18
Section 10: Public Use of Cemetery	19
Section 11: Mausoleums	20
Section 12: Veteran's Section	21
Section 13: Cemetery Foundation	22
Section 14: Cemetery Procedures	23

Section 1: General

These Rules and Regulations shall apply to both the Bellevue Cemetery and the Hilldale Cemetery, both owned and operated by the City of Danville located in Danville, Kentucky. These Rules and Regulations shall become a part of each Interment purchase contract

A. Definitions:

1. *Burial Container*: A required container for all grave burials which is designed for placement in the grave space around the casket, including, but not limited to, containers commonly known as burial containers, grave boxes, and grave liners.
2. *Burial Permit*: A legal document issued by a local authority authorizing final disposition of human remains.
3. *Cemetery*: A place dedicated to and used, or intended to be used, for the final disposition and memorialization of human remains. For the purpose of these regulations, the Cemetery refers only to either the Bellevue or Hilldale Cemetery.
4. *Cemetery Committee*: A committee composed of persons appointed by the Mayor that represents specific and comprehensive ideas and concerns of the community with regards to the administration, operation, maintenance of grounds and representation of all City cemeteries. Powers and responsibilities of the Cemetery Committee are further defined in subsequent Sections of this ordinance. The Cemetery Committee shall not be involved in day-to-day operational activities that is the responsibility of the Cemetery Superintendent nor shall the Committee have authority to change these regulations, but may recommend changes to the City Commission. The Cemetery Committee composition and term limits are further defined by the City Ordinance.
5. *Cemetery Sexton*: The person or persons, employed by the City, in charge of all administrative and record keeping functions and duties related to interment space sales and deed recording and logging of the interment registry. The Cemetery Superintendent may also perform these duties in conjunction with their duties as superintendent.
6. *Cemetery Superintendent*: The person or persons employed by the City in charge of all cemetery operations and as further defined in Section 8 of these Rules and Regulations. The Cemetery Superintendent may also perform the duties of the Cemetery Sexton in conjunction with their duties as superintendent.
7. *Columbarium*: A structure, room, or space in a building or structure used, or intended to be used, for the inurnment of cremated remains.
8. *Cremated Remains*: The bone fragments remaining after the cremation process, which may include the residue of any foreign materials that were cremated with the human remains. Usually processed, after removal of metallic parts of caskets and prosthetics, by crushing or grinding to achieve a uniform consistency.
9. *Cremated Remains Container*: A receptacle in which cremated remains are placed after cremation.
10. *Cremated Remains Scattering*: The disposition of Cremated Remains by spreading the processed remains onto an area specifically designated for this type of disposition within a cemetery.

11. *Cremation*: The irreversible process of reducing human remains to bone fragments through intense heat and evaporation in a specifically designed furnace or retort which may include any other mechanical or thermal process whereby the bone fragments are pulverized or otherwise further reduced in size or volume. Cremation is a process and is not final disposition.
12. *Cremation Container*: An enclosed receptacle, which is combustible, rigid, and leak-resistant, and is designed to hold human remains prior to cremation; included non-metallic caskets.
13. *Crypt*: A concrete enclosure for interment. Mausoleum crypts are generally above ground and in buildings. Crypts in garden mausoleums also are usually above ground but are open to the outside rather than being in an enclosed building. Crypts also may be installed in large groups underground in lawn sections – See *lawn crypt*. Lawn crypts do not require the use of an additional outer burial container. Lawn crypts are sometimes also referred to as garden crypts.
14. *Death Certificate*: A legal document containing vital statistics pertaining to the life and death of the deceased. Must be accepted and filed with the proper agency before a burial permit is issued.
15. *Deed*: A document conveying a right of interment in specific cemetery property. Usually doesn't convey any fee ownership.
16. *Disinterment*: The removal of human remains that have been interred.
17. *Endowment Care*: The maintenance, repair, and care of all places in the cemetery, subject to the rules and regulations of the cemetery authority. May also be known as endowed care, perpetual care, improvement care, permanent care, etc.
18. *Entombment*: The act of placing human remains in a crypt.
19. *FTC Trade Rule*: In 1982, the Federal Trade Commission promulgated a set of regulations requiring disclosure of price and other information by mortuaries and other sellers of funeral services and merchandise.
20. *Funeral Director*: A person who manages a mortuary.
21. *Funeral*: The ceremony held commemorating the deceased with the remains present.
22. *Garden Mausoleum*: An outdoor mausoleum. Sometimes called "wall crypts" because of the configuration of the crypts and to avoid confusion with indoor mausolea. Also see *mausoleum*.
23. *Grave Space*: A space of ground in a cemetery that is used or intended to be used for ground burial.
24. *Interment*: 1. Final disposition by burial in ground, entombment in a mausoleum, placement of cremated remains in a niche (inurnment) or scattering of cremains in designated areas. 2. The process of making an interment, including all administrative, clerical, legal, and mechanical services performed by the cemetery authority in conjunction with the opening of an interment space and closing of the interment space after the remains have been placed in the space.
25. *Interment Space*: A space intended for the final disposition of human remains, including, but not limited to, a grave space, mausoleum crypt, garden crypt, columbarium, and lawn crypt.

26. *Inurnment*: The act of putting cremated remains in an urn and placing the urn in a niche.
 27. *Lawn Crypt (Vault)*: A pre-placed enclosed chamber, which is usually constructed of reinforced concrete, poured in place or pre-cast unit installed in quantity, either side by side or multiple depths and covered by earth or sod and also may be known as a garden crypt and is an optional “container” to the required burial container as defined herein.
 28. *Memorial*: The physical identification of an interment space. Generally has at least the name, date of birth, and date of death of the deceased and may include an epitaph or commemoration of the life, deeds, or career of the deceased person. These may be in the form of bronze or granite tablets flush with the ground, upright monuments, individual cut out bronze letters applied to the front of a mausoleum crypt, statuary, benches, or other artwork or architectural features. Other terms that might be used are memorial tablet (flush bronze memorial), marker, headstone, crypt plate, or garden plaque.
 29. *Monument*: An upright memorial, including what used to be called a tombstone, also includes large structures like obelisks, usually made from granite.
 30. *Niche*: A space within a columbarium used or intended to be used for inurnment or cremated remains.
 31. *Pauper*: A person who is a City of Danville resident or a person who dies within the City of Danville who is considered indigent and has no family, next of kin who can be located or have not been identified within 30 days from their death and the deceased or next of kin have no funds, assets or property which can be sold or borrowed against to pay for the interment.
 32. *Rules and Regulations*: Rules adopted by a cemetery to govern uses, care, control and management as well as other restrictions deemed necessary by the governing board for protection of the cemetery.
 33. *Urn*: A receptacle for cremated remains. Should not be confused with an alternative container or cremation container.
 34. *Vault (Lawn Crypt)*: A pre-placed enclosed chamber, which is usually constructed of reinforced concrete, poured in place or pre-cast unit installed in quantity, either side by side or multiple depths and covered by earth or sod and also may be known as a garden crypt and is an optional “container” to the required burial container as defined herein.
 35. *Wall Crypt*: An outdoor mausoleum. Sometimes called “wall crypts” because of the configuration of the crypts and to avoid confusion with indoor mausolea. Also see *mausoleum*.
- B. Statutes and administrative regulations of the Commonwealth of Kentucky regarding the utilization, operations, public’s use and public’s responsibilities of the cemeteries shall apply and prevail to and over these regulations should conflicts occur. The City of Danville shall also be compelled to comply with any and all regulations of the Federal Trade Commission pertaining to the sale and transfer of cemetery interment spaces.
 - C. The City of Danville shall establish prices for burial services and unsold interment spaces, including in-ground burial lots, ground crypts, cremain vaults/containers, scattering areas and mausoleum crypts and implement rules for the welfare and

proper operation of the cemetery. Prices for interment and burial services may vary from time to time with the appropriate approval of the governing body of the City of Danville.

- D. The official in-charge of the cemetery, referred to as the Cemetery Superintendent, shall supervise all persons visiting the cemetery, oversee the conduct of funerals and attending traffic, and be responsible to the management for the courteous and efficient performance of all assigned duties. (See Section 8).
- E. The City of Danville may promulgate by resolution such additional rules and regulations concerning the care, use, operation and maintenance of the cemetery as it shall deem necessary. The City from time to time as the governing body deems necessary direct and publish a booklet of Rules and Regulations for the convenience of the purchasers of interment space in the cemeteries. Such Rules and Regulations shall constitute a part of the terms and conditions under which owners and users may utilize the cemetery and shall form a supplement to this chapter after they have been adopted as official by resolution of the governing body. Any changes in the rules and regulations shall be adopted by the City of Danville before such changes shall be official.
- F. These regulations are intended to provide a comprehensive means for the use and operation of the City of Danville cemeteries and the individual sections of these Rules and Regulations shall serve in totality. Should there be conflicts of use or operation in individual sections of these Rules and Regulations, the more restrictive standard shall prevail as interpreted by the Cemetery Committee.
- G. Questions, clarifications and interpretations of the Rules and Regulations shall be referred to the Cemetery Committee. Should a decision or interpretation be contested, only the City Commission may make a final determination and the Commission shall also determine if the Cemetery Rules and Regulations shall be modified as a result of the appeal.

Section 2: Burials

- A. All burials regardless of interment method will be conducted or supervised by city personnel ONLY, unless given written permission by the City Manager, City Mayor, or City Mayor Pro-Tem.
- B. Interments are to be signed by the authorized agent or lot owner of record that may be, but not limited to a relative of the deceased, executor of the deceased's estate or the Funeral Director.
- C. Holiday Burials: No burials will be conducted on holidays, with the exception of those for which have been requested and received written permission from the City Manager, City Mayor, or City Mayor Pro-Tem. Holidays shall be:
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Easter
 - Memorial Day
 - 4th of July
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
 - Hanukah
- D. Sunday Burials: No burials will be conducted on Sundays, unless requested and received written permission from the City Manager, City Mayor, or City Mayor Pro-Tem.
- E. The City of Danville shall not be held responsible for any order authorizing an interment given by telephone or any mistake occurring because of inaccurate information.

Section 3: Interment and Interment Spaces

- A. An interment shall be permitted only after the purchase of the interment space as required by the City of Danville, the authorization by the nearest relative or authorized agent of the deceased and approval of the appropriate Cemetery designee by the City of Danville.
- B. All interments shall be identified at the cemetery by an appropriate marker in accord with these Rules and Regulations.
- C. An interment is not permitted on any lot with an existing indebtedness.
- D. Placement of two bodies or cremated remains in the same casket or receptacle is permitted with written permission from the nearest relative of both deceased persons. Two persons may be interred in the same interment space and there shall be an administrative charge for entering the name of the second deceased person in the Cemetery records. The names of each person interred shall be indicated on the interment space monument or plaque. The Cemetery Committee may determine if more than two cremain inurnments are acceptable within one grave space.
- E. Before any deceased person may be buried in the municipal cemetery, the relative or person having charge of the deceased shall provide the Cemetery Superintendent with a written statement which shall be filed by the Cemetery Sexton, which statement shall contain, if known, information about the deceased regarding his or her name, when and where born, the date and cause of death, the name of the attending physician, date of burial, name of cemetery and the description of the location of the interment space.
- F. It is an infraction for any person to:
 - 1. Disinter any body buried in any cemetery, except under the direction of the cemetery superintendent who shall, before disinterment, require a written permission from both the municipal health officer and the owner of the grave space or his or her heirs, which written authorization shall be filed and preserved in a record kept for such purposes. Disinterment for a reburial to a different cemetery shall occur upon fulfillment of requirements of 901KAR5:090;
 - 2. Disinter or remove the body of a person who has died from a contagious disease within two years after the date of burial, unless the body was buried in a hermetically sealed casket or vault and is found to be so encased at the time of disinterment.
- G. It is an infraction to inter anything other than the remains of human bodies in cemeteries.
- H. It is an infraction to bury the body of any person within the municipality except in the municipal cemetery or a private cemetery.
- I. An Interment Space is a space intended for final disposition of human remains, including, but not limited to, a grave space, mausoleum crypt, garden crypt, columbarium and lawn crypt.
 - 1. Grave Space
 - a) Interment in a grave space shall be made in a minimum standard burial container, which will withstand normal pressure from static and dynamic loading of earth pressure in addition to loadings exerted by operations and maintenance equipment for at least 50 years.

- b) Double depth burial containers may be utilized by a grave space owner with permission by the City at designated locations for double depth containers. Double depth burial containers shall meet the same structural standards for static and dynamic loadings.
- c) No wood shall be used as a permanent part of any part of a burial container.
- 2. Mausoleum Crypt – (reserved)
- 3. Garden Crypt – (reserved)
- 4. Lawn Crypt – (reserved)
- J. Pauper burials must also meet the requirement specified in “H.”
 - 1. The City may by resolution designate a portion of the cemetery to the burial of indigents. Whenever it is made to appear to the Mayor by proof submitted to him by the Cemetery Sexton/Superintendent that any person who has died does not have an estate sufficient to pay the purchase price of a lot in the cemetery, that the nearest relative or representative of such deceased person desires to have the body of such deceased interred in the cemetery and meets the criteria as a Pauper as defined herein, the Mayor may grant interment space for such deceased person at the request made to him by the Cemetery Sexton/Superintendent. The Mayor or designated representative of the Mayor may determine the means of interment, including cremation by inurnment or scattering and shall also designate the location of interment within the City Cemetery. The City shall not be responsible for the preparation of the deceased’s remains or the transfer costs of the remains to the Cemetery. The City also reserves the right to determine the best time for the interment at the Cemetery and shall also have the right to determine the need for a tent for a graveside service.
 - 2. The mayor shall communicate his decision to both the Cemetery Sexton and the Cemetery Superintendent. All strangers without funds or other persons who may die in the City may be granted the privilege granted herein.

Section 4: Cremains

- A. The disposition of cremains shall be approved by the Cemetery Sexton and the Cemetery Superintendent prior to the disposition of choice. Whether disposition be by inurnment or scattering, the Cemetery Superintendent must schedule and supervise the disposition. All cremain interments shall be appropriately recorded in City records by the Superintendent/Sexton.
- B. Disposition of Cremated Remains.
 - 1. Columbarium – a structure used for the inurnment of cremated remains
 - a) Cremation remains must be placed in a receptacle designed to be permanently encased in the cremation structure provided by the cemetery. The receptacle must be non-degradable and permanently leak-proof and of the size required for inurnment. The appropriate and approved marking or plaque shall be paid by the estate of the deceased.
 - 2. Scattering
 - a) Cremains shall be placed or scattered only in designated areas.
 - b) Cremains may be scattered in designated areas marked as 'scatter garden'. Scattering of cremains is not permitted in all areas of the cemetery.
 - c) Cremains may be placed on any existing grave, with permission of grave owner.
- C. Absolutely no placing of decorations on flush markers will be allowed within the cremation circle other than on the ledge at the base of the monuments.

Section 5: Plantings and Landscape Improvements

The intent of these rules and regulations for plantings and landscape features is to establish and maintain a cemetery environment that is a pastoral, park-like setting without visual clutter. These regulations shall not apply to landscape components that are existing at the time of the adoption of these regulations, unless the landscape components fail to comply with the visual standards of these regulations, at such time the landscape components may be removed at the discretion of the Cemetery Superintendent and/or the Cemetery Committee.

- A. Planting of trees, shrubs, and perennials, other than bulbs, on individual lots is prohibited. All planting now in place will remain if properly maintained. The City reserves all rights to remove any existing vegetation from grave plots which is unsightly, dangerous, obstructing visibility of monuments, markers, or movement of cemetery users, or determined detrimental to adjoining plots. Items in glass containers and the glass container shall be disposed of immediately. New plantings shall be permitted only by recommendation and approval by the Cemetery Committee.
- B. Sixteen-inch wide flowerbeds will be permitted, provided the bed does not interfere with mowing activities. This includes areas between head and/or footstones, and small beds next to headstones. Rock, stone or bark chip mulch is not permitted. Peat moss or shredded bark mulch is allowed. Edging may be permitted only if it is visually conducive and is made of a concrete or masonry material and is acceptable to the Cemetery Superintendent. Edging guidelines shall be developed by the Cemetery Committee for the benefit of the Cemetery Superintendent.
- C. Maintenance of the flowerbed shall be the responsibility of the party that has installed the flowerbed. Should the flowerbed become unsightly or plants are dead, in the opinion of the Cemetery Superintendent, the Cemetery Superintendent shall have the option to remove the flowerbed. Repeated lack of maintenance is grounds for disallowing future planting of flowerbeds.
- D. Cut flowers from live plants may be placed at any time at a gravesite. These will be removed by the Cemetery staff after flowers have wilted.
- E. Potted plants are permitted on graves as long as the container remains atop the confines of the marker on the grave. Absolutely no glass containers allowed in the cemetery at any time. The items in the glass container and the glass container will be disposed of immediately by the Cemetery staff. Artificial flowers that are representational of live plants that are not out of character with expectations of live flower cuttings shall be permitted as grave decorations only if a permanent means of attachment to a headstone is provided. The attachment means or device shall not visually distract from the headstone. The Cemetery Superintendent and/or the Cemetery Committee shall have the discretion to determine the appropriate visual character or means of attachment. The artificial flowers shall be maintained in a manner that is conducive to a natural appearance. Should artificial flowers become faded, detached, ragged, worn in appearance or damage by any other means, the Cemetery Superintendent may remove the flowers.

The Cemetery is not responsible for maintenance or repairs of artificial flowers. Continued disregard of these regulations may be cause for not allowing artificial flowers to be placed on a specific grave.

F. Decorations, such as planters, statues (unless incorporated into the casting or carving of headstone and intended for live plants), benches, or other obstacles that may require maintenance are prohibited. Requests with appropriate information/details for use of these types of components may be made to the Cemetery Committee for approval or disapproval for their use. All existing decorations must be removed from cemeteries at such time that the decorations become unsightly or in a state of disrepair as determined by the Cemetery Committee and/or the Cemetery Superintendent. Replacement of removed decorations will not be allowed unless approved by the Cemetery Committee. The City shall not be required to pay any cost for repair and upkeep, but will be required to pay for removal costs of existing decorations deemed to be removed. The City will not be responsible for removal of new decorations placed in violation of these Rules and Regulations.

G. Artificial arrangements may be placed on grass areas within a grave space only for special occasions as follows:

<u>Holiday</u>	<u>Placement</u>	<u>Removal</u>
Easter	10 days prior	5 days after
Memorial Day	10 days prior	5 days after

Artificial flowers may be placed on grave space at time of initial burial and shall be removed in conjunction with all other flowers placed on grave site after the time of burial, although shall not remain on grave space more than two weeks from the date of the burial.

It shall be the responsibility of the party placing the artificial flowers to remove the artificial flowers. The Cemetery may remove the flowers after designated removal date. Continued disregard of these regulations may be cause for not allowing artificial flowers to be placed on a specific grave space.

- H. The Cemetery shall not be liable for artificial or live plants, plantings or cuttings of any kind damaged by the elements, thieves, vandals, or by other causes beyond its control, including lack of maintenance of grave space plantings. Although, the Cemetery shall be responsible for the repair and/or replacement of landscape components described herein should these components be damaged as part of maintenance or other operations that are the responsibility of the Cemetery.
- I. The cemetery reserves the right to regulate the method of decorating grave spaces so that a uniform beauty may be maintained.
- J. Tree canopies may be pruned / limbed (crown rising) to appropriate height for health of tree, safety from property damage or injury, and improving the aesthetic of the

tree's natural form. The ratio of live tree crown to total tree should be roughly two-thirds.

- K. Only personnel authorized by the City shall plant, trim, prune or remove any part of the trees or shrubs in the cemetery.
- L. All grave spaces shall be sodded or seeded by the City, without charge to the grave space owners, and match with the surface of the surrounding lawn.
- M. The use of American flags only (no other decorative flags) is allowed any time during the year with the following restrictions:
 - 1. Flags shall be a maximum size of 8" x 12"
 - 2. Flags may be of a fabric material only, attached to a wood or plastic staff not exceeding 30" in height
 - 3. All flags must be securely placed in the ground or flower arrangement
 - 4. If a flag is in contact with the ground, it will be removed per rules and regulations of the United States of America
 - 5. All rules and regulations of the United States of America pertaining to use of flags shall prevail
 - 6. The Cemetery staff reserves the right to remove any flag that is offensive or has become worn/weathered and unsightly or impairs maintenance or mowing
 - a) The use of eternal flames or solar lights and similar artificial/flame lighting is prohibited
- N. The use of photographs and picture frames, whether static or electronic, as grave space or monument decorations is prohibited.
- O. The use of sound and/or light transmitted devices as grave space decorations is prohibited.

Section 6: Monuments

- A. Monuments can be set from 8:00 am to closing on Mondays through Fridays. The Cemetery Superintendent is responsible for locating grave spaces. Before placement of any monuments, all requests must be received in writing to the Cemetery Superintendent. The City of Danville is NOT responsible for errors made on orders made by telephone.
- B. Monuments shall be set according to standard industry specifications. Anyone wishing to set a monument shall apply on forms provided by the Cemetery Superintendent. This application will be submitted to the Cemetery Sexton with 24 hours notice before placement. All monuments and monument footings shall be set and/or constructed by a monument company that is approved by the City of Danville. The setting and stability of the monument shall be warranted for a period of one year from the date of the setting and any costs to stabilize the setting during the one year period shall be the responsibility of the monument company. Failure to comply with any warranty responsibilities by a monument company may prevent future setting of monuments by a non-compliant monument company. The City is not responsible for any errors in the setting of the monument including the foundation and/or footings for monuments.
- C. Electronic devices mounted on or recessed onto/into a headstone or footstone, used for sound or imagery, are strictly prohibited.
- D. Only headstones will be allowed above ground. All footstones and other markers will be ground level. (This applies to new sections M, N, O, P, R, S & T in Bellevue and A & T in Hilldale and any new sections opened after adoption of these Rules and Regulations). Lettering can be on both sides of a headstone if a family owns both the front and back lots, or if a family agrees in writing that it is okay to write the opposing family name on the stone. The markers will only be granite, marble, or bronze. Absolutely NO substandard grade of monument will be allowed. Wooden monuments are prohibited. The location, design, size, color, composition and installation must be approved in writing by the Commission or its designee prior to installation. Temporary markers or stones are not permitted after a period of one year from the date of the interment. Headstones will not be allowed for pauper burials. Markers for veterans supplied by the Federal Government shall be set on a grave space by the City at no charge to the deceased veteran's estate.

Note: Any monument set in non-compliance with the above specifications after adoption of these Rules and Regulations may be removed.

- E. The City shall not assume or be responsible for any vandalism or damage done to any type of headstones or monument located in the city cemetery unless such damage is done directly by or caused by the City. The City shall not be responsible for repair of chipped, scratched, or scraped headstones.
- F. The City, at its discretion, will raise to ground level footstones that have sunken into the ground. "Footstones," in this section, are defined as those monuments which do not extend above the grass root level of the ground.

Headstones or monuments which extend above the grass root level shall not be the responsibility of the City to raise or keep level.

- G. The City shall, to its best ability, preserve the locational integrity of headstones that have been damaged, vandalized or deteriorated. The City shall first attempt to notify relatives of the deceased whose headstone is in need of repair. Failed attempts for the deceased's family to repair markers shall allow the City to utilize endowment funds to repair headstones in the most practical means, although funds shall not be used for replacement unless approved by the City or the Foundation.
- H. All burial plots shall be identified with a monument, a headstone and/or footstone and shall be placed within a period of one year from the date of interment.
- I. Monuments shall be horizontally aligned by section as determined by the Cemetery Superintendent. Staggering of headstones/footstones by section shall not be allowed.
- J. The intent of these Rules and Regulations is not to cause a change in existing monuments.

Section 7: Funeral Services

- A. Funerals within each cemetery shall be scheduled with the Cemetery Superintendent to prevent conflicts of overlapping services and to arrange for grave space preparation.
- B. Funerals services conducted remote to the Cemetery after 1:00 pm on allowable days as defined in these regulations will have a late charge, in accordance with the current fee schedule, added to the cost for other interment services.
- C. Funerals shall last no longer than 2 hours after arrival at grave space. After 2 hours, an additional fee, in accordance with the fee schedule, will be added to the total cost.
- D. Use of Pavilion (reserved)

Section 8: Cemetery Superintendent

- A. The Superintendent shall keep a book of record of all burials in each cemetery, mentioning the names and ages, and the places where buried, and make a report, at least to the Cemetery Sexton.
- B. He/she shall record, or cause to be recorded, all burial permits, subject to the inspection of all who may be concerned.
- C. The superintendent shall control all work, platting and landscaping. He/she shall purchase or contract for such work or materials as it deems necessary in accordance with an approved budget for the City of Danville.
- D. The Cemetery Superintendent shall be responsible for:
 - 1. Recommending to the governing body such additional rules and regulations as may be necessary for the operation, maintenance, use and protection of the cemetery;
 - 2. Implementing and/or enforcing these Rules and Regulations;
 - 3. Assisting the Cemetery Committee with decisions on the operations, maintenance and sustainability of the Cemetery. The Superintendent will also facilitate directions of the Cemetery Committee with regards to their empowered decisions;
 - 4. Subdividing the cemetery into lots and grave spaces based on an approved master plan;
 - 5. Keeping in proper repair the enclosure around the cemetery and preventing its being entered by animals and, so far as practical, preventing the destruction or defacing of any tablet or marker placed or erected therein;
 - 6. Keeping a duplicate plat of the cemetery and, at the request of any person wishing to purchase any of the lots, pointing out any of the lots or parts of lots for sale; and upon disposal of any lots or part thereof, notifying the recorder/clerk of such fact. The Cemetery Superintendent shall, after payment of the lot price has been received in the treasury, issue a certificate of burial rights which shall describe the lot or grave space to which the right of burial is granted. The certificate shall be signed by the Cemetery Superintendent;
 - 7. Opening any interment space in the cemetery upon application to him being made by the Cemetery Sexton or by any person having the right to make such application and being responsible for closing all spaces;
 - 8. Removing floral pieces or displays left on any interment space or monument as deemed necessary to the appearance of the cemetery, but such floral pieces or displays shall not be removed sooner than seven days after original placement except in emergency;
 - 9. Keeping the streets, alleys, walks and avenues in the cemetery in good order and unobstructed;
- E. The Cemetery Superintendent may also assume the tasks and/or title of the Cemetery Sexton.

Section 9: Endowment Care

- A. All interment space sold in Bellevue and Hilldale Cemeteries will receive endowment care. Endowment care is the normal repair and maintenance of Bellevue and Hilldale Cemetery.
- B. Endowment care does not cover repair or replacement of grave markers, monumental structures unless requested by the City by action of the City Commission.

Section 10: Public Use of Cemetery

- A. Cemetery grounds are considered sacred and visitors should display accepted decorum at all times within the cemetery.
- B. Visitors shall remain on designated walks and roads provided.
- C. Firearms are prohibited in the cemetery. Police and military honor funeral services are exception.
- D. It is unlawful to desecrate or injure the cemetery, including lots, grave spaces, gravestones, markers, monuments, fences, landscape and wildlife within the cemetery.
- E. Trash receptacles are distributed evenly throughout the cemeteries. Disposal of waste in any other location is prohibited.
- F. Hours of public operation shall be from 8:00am local time to sunset of each day. No visitors are allowed in the cemetery after closing time, unless given authorization by the superintendent or cemetery committee.
- G. Visitors to the cemetery shall limit their recreational activities to walking, jogging or non-motorized bicycle riding. No organized biking activities or events shall be allowed in the cemetery.
- H. Skateboarding, skating or rollerblading will not be allowed in the Cemetery.
- I. Sunbathing is not allowed
- J. Visitors are not permitted to climb on any monuments
- K. Speed limit for motorized vehicles shall be a maximum of 15 miles per hour
- L. Picnics are not permitted on the grounds of the cemetery and alcoholic beverages may not be brought onto the Cemetery property.
- M. Pets are allowed in the Cemetery only on a leash and in strict compliance with clean-up regulations of the City.
- N. The Cemetery reserves the right to prohibit entrance to the Cemetery by the public at those times when the safety of visitors and preservation of the Cemetery is threatened by bad weather or similar factors.

Section 11: Mausoleums

- A. Design and construction of mausoleums shall be approved by the Cemetery Committee and City of Danville.
- B. Interments shall be made in hermetically sealed cases when placed in the crypts of mausoleums.

Section 12: Veteran's Section

- A. All replacement or repair of headstones and markers in the National Cemetery section shall be guided by the United States Department of Veteran's Affairs National Cemetery Administration.
- B. All maintenance, modifications or impacts to the Veteran's Section shall be in strict compliance with the National Cemetery Administration.
- C. The Cemetery Superintendent shall notify the appropriate entity of operations, maintenance or repair issues arising in the Veteran's Section of the Cemetery.

Section 13: Foundation: Friends of Bellevue and Hilldale Cemeteries

A. Donations, memorials and memorial plantings.

1. The Cemetery Committee, at their discretion, and with mutual agreement with representatives of the Friends of Bellevue and Hilldale Cemeteries, may utilize funds for specific improvements and enhancements at the cemeteries. Monetary donations shall be accepted for general purposes or for specific enhancements or improvements. The Friends shall not accept non-monetary gifts prior to consent and approval by the Cemetery Committee.

Section 14: Operational Procedures for Interments at the Bellevue and Hilldale Cemeteries

A. Pre-Death Interment Arrangements

1. Persons interested in the purchase of an Interment Space at either the Bellevue or Hill Dale Cemeteries shall contact the designated City Cemetery Sexton for general information and availability of interment spaces
2. Locations and pricing of interment spaces and fees for burial services provided by the City of Danville will be made available to interested persons. It is recommended that this information, particularly the pricing and fee schedules be provided to interested persons by means other than verbal communications. Rules and regulations shall also be provided as part of an initial information package to interested parties.
3. Should parties be further interested in the purchase of an Interment Space and desire to observe the specific areas at a cemetery, an appointment shall be scheduled with the Cemetery Superintendent.
4. Should a decision be made to purchase an interment space, appropriate contracts and documents shall be completed by the purchaser with the assistance of the Cemetery Sexton and/or Cemetery Superintendent. A minimum of two grave spaces shall be purchased for up to 4 interments.
5. Should the interment space be paid in full at the time of selection, the Cemetery Sexton shall prepare the Deed and shall record at the County Court Clerk's office. Applicable copies of documents shall be provided to the purchaser.
6. Should the interment space be contracted for payment over a maximum 12 month period, the appropriate agreements shall be executed between the City of Danville and the purchaser of the interment space
7. Allocation of the interment space shall be appropriately designated in Cemetery records with an indication of being either reserved via a payment contract or by deed if paid in full at time of interment space selection.
8. The Cemetery Sexton shall change the designation of the interment space allocation from "reserved" to "deeded" upon payment in full of the designated space.

B. Post Death Interment Arrangements

1. Should an Interment Space not be selected for a deceased person prior to their death, the sequence of purchase in Pre-Death Arrangements shall apply, except that a burial may not be conducted without payment in full for the purchase of the interment space either by relatives of the deceased, the deceased's executor or by the Funeral Director responsible for the burial arrangements. Burial arrangements and scheduling of burial services at the cemetery shall be made by the responsible funeral director through the Cemetery Superintendent.
2. If an interment space for the deceased has been pre-arranged, the responsible funeral home shall schedule the burial service with the

Cemetery Superintendent. The Cemetery Superintendent shall be responsible for appraising the funeral home of current fees for burial services and shall be responsible for notifying the responsible Funeral Director of any unpaid balances for the interment space. Relatives of the deceased, the deceased's executor or the Funeral Director shall be responsible for payment of the unpaid interment space balance. The Cemetery Superintendent shall provide the Funeral Director with a statement of fees that are required to provide burial services that will include any unpaid interment space balance or cost for the purchase of the selected interment space.

3. Payment for unpaid interment space balances shall be made by relatives of the deceased prior to a burial service conducted or payment for any unpaid balance for the interment space and burial services are due from the responsible Funeral Director within 30 days of the date of the burial of the deceased. Burials will not be allowed should payment by the relatives of the deceased or a documented agreement by a Funeral Director not be obtained prior to the burial. The City of Danville shall have the right of all legal collection means afforded them, in addition to refusal of future burial services facilitated and managed by the delinquent Funeral Director.
4. The Cemetery Superintendent shall provide a listing of all interments to the Cemetery Sexton on a monthly basis. The Cemetery Sexton shall update the interment register monthly.
5. Copies of Agreements between the City of Danville and the Funeral Director shall be provided to the City Chief Financial Officer for collection of burial services.
6. The City shall be responsible for the interment of paupers and shall provide at no cost the space within a City Cemetery for interment. All other costs for the preparation of the deceased's remains or transport costs to a Cemetery are not the responsibility of the City. Paupers shall be buried in locations as determined by the Mayor or designated representative in accordance with these regulations. No upright monuments or headstones, plantings or decorations shall be allowed.