

# RULES AND REGULATIONS

## For Use of the City of Reading Cemeteries

### INTRODUCTION

It is the objective of the City of Reading to sustain all City Cemeteries as a Beautiful, quiet place, sacredly devoted to the interment and repose of the Dead. These Rules and Regulations were developed in order to achieve this objective.

For the benefit and protection of burial lot owners collectively, it is necessary for the City to enact certain general rules and to exercise reasonable control over individual lots.

### ADMINISTRATION

The City Cemeteries shall be under the jurisdiction of the City Manager with operational responsibilities delegated to the Superintendent of Public Works, or his/her designee and the record keeping and bookkeeping delegated to the Cemetery Trustee or his/her designee.

### GENERAL REGULATIONS

#### Part I

##### Section 1. General Provisions

No person shall:

1. Throw Rubbish or debris on a walk or driveway or any part of a cemetery ground.
2. Mutilate or pick any flowers, or disturb any tree, shrub, or other plant material.
3. Consume Liquors in any cemetery or carry it upon the premises.
4. Permit any dog or domestic animal to run at large in a cemetery.

#### Part II

##### Section 1. Financial Responsibility of the City for Property Damage

The City *shall not* be financially responsible for any damage to lots and structures or objects thereon for any flowers or articles removed from any lot or grave.

##### Section 2. Traffic Regulation

No Person Shall:

1. Drive a vehicle in excess of fifteen (15) miles per hour on any cemetery drive.
2. Drive off the established roads unless permission is given in writing from the superintendent of Public Works or his/her designee.

##### Section 3. Transfer of Burial Lots

All burial right transfers must be recorded with the Cemetery Trustee or his/her designee and the City Clerk, or the City will not recognize as lot or grave owners, persons whose names are not recorded.

##### Section 4. Perpetual Care

1. The Purchase price of every lot and grave includes perpetual care and such care is made a part and condition of each sale. This Perpetual care includes:
  - a. Mowing at reasonable intervals
  - b. The seasonal cleaning of leaves and other debris
  - c. The regading and reseeding of sunken graves

#### Section 5. Care of Lots

- 1) All improvements to lots shall be done under the direction and with the approval of the Superintendent of Public Works or persons duly authorized by him/her.
  - a. Copings, fences, curbs, hedges, structures of wood or other equally perishable material are prohibited. These structures or enclosures established on any lot previous to the adoption of these regulations which have in the judgment of the Superintendent of Public Works, become unsightly by reason of neglect or age shall be removed.
  - b. No elevated mounds shall be built over graves and no lot shall be filled above the grade established by the City.
  - c. Receptacles for cut flowers will be permitted if installed flush with the surface of the lawn.
  - d. In order to facilitate spring and fall clean up of the cemeteries, winter decorations may be maintained in the cemeteries from November 15<sup>th</sup> until March 15<sup>th</sup>. Summer decorations may be maintained in the cemeteries from April 1<sup>st</sup> until November 1<sup>st</sup>. All decorations not removed by dates set forth shall be considered abandoned and may be disposed of by the Department of Public Works or its designee
  - e. Rubbish, refuse and unused containers shall not be left on lots; such materials shall be deposited in the places provided.
  - f. With the exception of the period of May 23<sup>rd</sup> to June 6<sup>th</sup>, each year, there shall be no more than one (1) bouquet, wreath, or grave decoration, natural or artificial, per grave. The City will remove anything in excess.
  - g. The City reserves the right to perform all works for the care and upkeep of all lots and graves.
  - h. Cutting or otherwise disturbing sod is prohibited.
  - i. Vases or urns not properly painted or otherwise cared for, and such as are not filled with plants by June 25<sup>th</sup> of any year will be removed
  - j. Statues, eternal candles, and other permanent decorations must be within eight (8) inches of the marker. Urns are to be placed either on the monument line or as close to the marker as possible.
  - k. Imitation or artificial flowers, wreaths, or emblems will be removed as soon as unsightly.
  - l. Cut flowers will be allowed at any time when placed within eight (8) inches of the marker.
  - m. The promiscuous planting of flowers, perennials, and shrubs over the lot is extremely objectionable both in appearance and from the standpoint of proper lot maintenance and will not be allowed.
  - n. Glass jars or earthen vessels or dishes will not be allowed in the cemeteries for use of bouquet holders.
  - o. Receptacles for cut flowers should be sunk level with the ground and placed within eight (8) inches of the marker thus insuring the safety of such articles and facilitating the cutting of grass by employees or contractors.
  - p. All complaints and orders should be given to the Superintendent of Public Works or his/her designee.

### FOUNDATIONS

- 1) Construction
  - a) Construction of all foundations and setting of lot corner posts shall be done by the city through the Department of Public Works or contracted arrangements
  - b) All charges are made to the person or firm ordering the foundation
- 2) Monuments and Markers
  - a) All monuments and markers are to be constructed of recognized durable granite or standard bronze and certain durable grades and finishes of marble.
  - b) The City will assume no responsibility for damage in case of the stone being unintentionally chipped or marked in the regular course of lot care.
  - c) No monument or marker shall be installed without the approval of the Superintendent of Public Works or his/her designee, who shall determine the location of such monument or marker.
  - d) Markers are to be set along the lot line and there shall be only one marker on each grave.

## FUNERALS AND INTERMENTS

- 1) Placement
  - a) Only one adult or child interment in any one grave shall be permitted, except that cremated remains may be buried above another grave.
  - b) The Cemetery Trustee or his/her designee shall not be held responsible for errors in location of graves or lots arising from improper instructions of lot owners. Order from funeral directors shall be construed as orders from lot or grave owners.
  - c) As soon as flowers or emblems used at interment services become unsightly, they will be removed and no responsibility for their return to owners will be assumed.
- 2) Time of Funerals and Interments
  - a) Funerals and interments shall be held Monday through Saturday, during daylight hours.

## THE NATIONAL FLAG

1. Placement
  - a. The placement of the small veteran flags is the responsibility of the veteran organization.
  - b. Flags and flag holders are purchased by the City as funds permit.
  - c. Flags will be removed after July 4<sup>th</sup> of each year.

## MAUSOLEUMS

Maintenance of all mausoleums is the responsibility of the owners of same, unless otherwise covered by special agreement.