

FAIRVIEW CEMETERY RULES AND REGULATIONS

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TOWN OF WEST HARTFORD
CEMETERY OPERATING PROCEDURES

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**TOWN OF WEST HARTFORD
CEMETERY OPERATING PROCEDURES**

SECTION 1 - General Guidelines

- a. The cemetery shall be open to the public from 7:30 a.m. to 8:00 p.m. during May, June, July, August and September, and 7:30 a.m. to 6:00 p.m. in other months. Office hours are from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday. The office is closed Saturdays, Sundays, and holidays.
- b. Visitors shall respect the solemnity of the place and strictly observe the rules which have been established for the purpose of securing quiet and good order at all times within the cemetery.
- c. Reasonable efforts are made to protect flowers, trees, shrubs and other property from vandalism and/or theft, but no responsibility for their protection is assumed or implied.
- d. The right of admittance to the grounds may be restricted.
- e. Picnic parties and those with refreshments will not be allowed on the grounds.
- f. Dogs or other pets are not permitted on the grounds.
- g. Children will not be permitted on the grounds unless accompanied by guardian, parent, or other adult who shall be responsible for their conduct.
- h. Entering the grounds except through the regularly established entrances will not be permitted.
- i. All persons are prohibited from removing any flowers, plants or shrubs, whether cultivated or wild; breaking or injuring any tree or shrub; marring, defacing, breaking, or removing any memorial; defacing or injuring any property whatsoever.
- j. Driving on lawns is prohibited.
- k. Persons not members of a funeral party shall not loiter or intrude upon a funeral service.
- l. Cemetery Management has the right to remove or cause to be removed any shrubs, trees, plants, monuments, markers or inscriptions thereon that are deemed objectionable or injurious.
- m. Cemetery Management may expel from the grounds or cause to be arrested any person violating any of these rules and regulations, or disturbing the sanctity of the place by noisy, or improper conduct.
- n. All rules and regulations will be strictly enforced under the provisions and penalties of the law.
- o. The following activities are prohibited: skiing, tobogganing, **snowmobiling, and motor bikes.**

- p. Jogging, rollerblading and bicycling are permitted only before **10:00 a.m.** and after 3:00 p.m., Monday through Sunday.

SECTION 2 - Sale and Care of Lots

- a. **Sales of lots shall be paid for in full at time of purchase and only sold on a as needed basis. (See Section 7 of this book for exception for veteran lot sale).**
- b. Upon the payment in full of the purchase price, a deed will be executed and delivered to the purchaser. Each deed shall be subject to the rules and regulations adopted by the Town of West Hartford, including such changes and additions to the same as may hereafter from time to time be lawfully made by the Town of West Hartford. This deed shall grant to the purchaser only the right to use the lot for burial purposes for himself, his family and his heirs and devisees and such friends as may be buried therein, without profit, gain, or advantage to the purchaser or owner of the lot. In the event of any subsequent sale or transfer of a burial lot by the purchaser or owner thereof other than to family or heirs, the Town of West Hartford shall have the first right to purchase the lot at the same price at which the town last sold the subject lot or 50% of the current fees as adopted by the West Hartford Town Council and any sale or transfer of any lot which has not been first offered to the town in accordance with the above shall be void. Furthermore, no sale or transfer of a lot by any purchaser or owner (or heir) will be valid except upon the prior written consent of the management of the cemetery and upon receipt and recording of a quit claim deed in the records of the Town Clerk's Office. Assignment of grave spaces by any purchaser, owner or heir will only be valid when recorded in the town records.
- c. The town will provide the perpetual care of a lot, including regular mowing of the grass, trimming around monumental work, and raising and grading sunken graves **and flush markers.**
- d. Care of cemetery lots in the form of planting and/or flowers, shrubbery, and ground covers will not be provided by the town. Such planting and/or care shall be the sole responsibility of the lot owner or heirs.
- e. Where the lot is sold to two or more persons they shall take title as tenants in common.
- f. When a deed is issued to a lot owner, it conveys only the right of burial therein, and it shall be the duty of Cemetery Management to enter thereon and prohibit, remove or modify any object or adornment, including any planting, or work done in violation of the rules which may be judged objectionable or injurious to the lots, its environs, or any adjoining lot. Expenses for restoring the lot will be chargeable to the owner or heirs thereof where appropriate.
- g. The cemetery shall be laid out in sections. Different sections may be developed and improved from time to time in accordance with the demand for lots and in the judgment of the Town of West Hartford.
- h. No fence, hedge, railing or coping will be allowed to enclose a lot. All boundaries between lots shall be uniform and provided by Cemetery Management.

- i. All rubbish or refuse matter collected on any lot must be removed by the owner to such places as are provided for the deposit of such matter. In case the owner fails to do this, it will be removed under direction of the Cemetery Management and at the expense of the owner of the lot.
- j. Only residents or former residents of West Hartford, Connecticut, shall be entitled to purchase a lot or single grave, providing that such former residents lived in West Hartford for a period of not less than six months.

SECTION 3 - Planting

- a. Owners or heirs of lots may plant, subject to the written approval of Cemetery Management, shrubs, plants and flower beds, but if such plants are neglected, they shall be removed without notice at the discretion of Cemetery Management and the charge for restoring the lot will be charged to the owner or heirs thereof. No planting whatsoever will be allowed on any flush grave marker lot or flush grave marker section.
- b. Plantings done without written permission will be removed without notice and the lot restored to its original condition at the expense of the owner or heirs thereof.
- c. The cutting of turf in any lot is prohibited.
- d. The placing of a single potted plant on a grave is permitted; but after they have ceased to bloom or have become neglected, they will be removed. Potted plants dug into the soil will be removed without notice. Cut flowers are permitted if placed in appropriate containers.
- e. The planting or removal of trees will not be allowed. The cemetery will consider donations of trees to be placed in a location chosen by the Town of West Hartford.
- f. No planting of shrubs or flower beds on single or multiple grave lots, except in "Companion Garden", allowing only flower beds and monument-privileged lots, allowing both shrubs and flower beds. Some monument lots do have restrictions on planting. Please check with cemetery office before planting.
- g. No person shall erect any mound within any lot or border or change the grade of any lot without the consent of Cemetery Management.
- h. The spreading of fertilizer, ashes or other material on lots to stimulate the growth of grass will not be allowed. Application of any chemical or compound to control the growth of undesirable grasses or other plants is prohibited.
- i. Artificial decorations of any description are not permitted in the growing season between May 1 and November 15. Winter decorations including grave blankets, pine boughs, wreaths, etc. are only permitted between Thanksgiving and March 1; staking of such decorations is hazardous and will not be permitted. Articles such as glass jars, vases, water cans, food tins, wood or iron cases, cardboard cartons, concrete urns or statues, lights, palm ornaments, and bric-a-brac of any description are forbidden and will be removed without notice. Metal, fiber-glass and wooden boxes or tubs will not be permitted, only clay or plastics pots not exceeding ten inches in diameter and not more than six inches high, and rustic baskets with handles not to exceed twelve inches in diameter will be permitted for potted plants. Only one pot or one rustic basket will be allowed to be placed on any one grave. All other containers will be removed without notice.

SECTION 4 - Interments

- a. No body except that of a human being may be interred in the cemetery. All caskets must be enclosed in a concrete, steel vault, or other permanent container for earth interment. Use of wood or other perishable materials are not permitted.
- b. All graves must be opened and closed under the supervision of Cemetery Management or his agent. No interment or disinterment will be allowed without the consent of Cemetery Management. A request for disinterment shall be in writing, and all charges for such service shall be paid in full in advance, and a permit issued by the Registrar of Vital Statistics shall be presented to Cemetery Management before disinterment can take place for removal from the cemetery.
- c. Interments or disinterments will be made only by the regular employees of the cemetery.
- d. Funeral processions upon entering the cemetery shall be entirely under the control of Cemetery Management.
- e. Funeral processions must leave the cemetery by 3:00 p.m. Monday - Friday and 12:00 p.m. Saturday, Sunday and holidays or a late fee will be applied for every hour or portion thereof.
- f. Burials from the vault are usually made without the presence of the family, minister or funeral director, however, notice is given the family that such burial will take place so that they may be present or represented.
- g. Graves shall be not less than two inches from the border of the lot on the side of the grave.
- h. Notice of grave openings must be requested by 12:00 Noon of the preceding day, Monday through Friday. Weekend burials must be requested by 12:00 Noon on Friday for grave openings on Saturday, Sunday, or the following Monday.
- i. If in the opinion of the Cemetery Manager a burial requested after 12:00 Noon can be accomplished, appropriate late fees will be charged.
- j. Written notice of any disinterment shall be made seven days in advance and at the time of the disinterment the cemetery must receive all required papers and fees.
- k. Lot owners, their heirs, or their authorized agents should give personal attention to designating grave locations within each burial lot. Locations given over the telephone should be confirmed in writing prior to interment, otherwise locations will be made at the lot owner's risk and expense. Cemetery Management will assume no responsibility for errors in locations.
- l. Funeral designs will be removed from the graves when they become unsightly. Persons desiring to retain same should remove them within forty-eight hours after interment during the summer and within twenty-four hours during the winter.

SECTION 5 - Cemetery Traffic

- a. Automobiles are allowed upon the roads as a privilege and not as an inherent right to the ownership of a lot and it is expected that there will be no abuse of that privilege.
- b. Automobiles shall not be driven in the cemetery at a rate of speed greater than fifteen (15) miles per hour.
- c. No vehicles will be permitted to turn around on the roads but must continue around the section.
- d. Any person who drives his vehicle or the wheels thereof on any lawn or border thereof, causing any damage whatsoever, shall be responsible for such damage.
- e. All vehicles shall keep to the right hand side of the road and shall stop only with right hand side of vehicle next to section.
- f. Any person driving any vehicle upon meeting a funeral procession shall come to a standstill until the funeral passes.
- g. Any person operating a motor vehicle in the cemetery must have a valid driver's license.

SECTION 6 - Erection of Memorials

- a. Workmen engaged in the erection of memorials, monuments, markers and vaults of any description shall be subject to the control of Cemetery Management and any workman failing to conform to this rule will not be allowed to continue his work.
- b. Heavily laden trucks will not be allowed to enter the cemetery in wet weather or when, in the opinion of Cemetery Management, the roads may be damaged.
- c. No monument or other memorial may be brought into the cemeteries until an application displaying a sketch or blueprint with specifications showing the design, material, finish, size and inscription thereon is first submitted to Cemetery Management for approval. Such application shall bear all information regarding name of lot owner(s), lot number, and section number, to avoid delayed processing.
- d. The building of foundations and the laying out of grave markers shall be performed only by the regular employees of the cemetery. Payment is required in advance for these foundations or laying out of any grave marker.
- e. All grave markers shall be of the flush type except in conformity with those already on a lot.
- f. Monumental work, monuments, boulders, colonial tablets, and grave markers in granite only will be permitted, except in conformity with those already on a lot.
- g. Flush markers only permitted on **single and multi-grave lots. Except in Sections, #12, 14, 15 back row in 6A and "Companion Garden" areas where only one colonial tablet per lot is allowed. (Specific monument rules and dimensions may be obtained at the Cemetery office.)**
- h. After monumental work has been installed, a dealer or lot owner wishing to remove same from the lot must first obtain written permission from Cemetery Management. It shall be the

responsibility of the dealer or lot owner to make good any damages to the monumental work or to the grounds resulting from their own activities.

- i. No monumental work may be brought in on Saturdays, Sundays or legal holidays except when such delivery is approved by Cemetery Management.
- j. The lower base of all monuments must be dressed to a true level on the bottom so as to bear evenly at all points upon the foundation without the use of chips, sprawls or underpinnings. A bed of cement must be spread evenly over top of foundation and the base lowered into it.
- k. No chains or ropes may be attached to trees or other objects.
- l. Where permitted, one monument only will be allowed on a lot, and one flush marker only will be allowed on any one grave. (Rules governing memorial specifications may be obtained from Cemetery Management).
- m. Notice of intention to set a monument shall be given at least one day in advance of the work.
- n. To bridge or construct any foundation for a monument over a grave is prohibited. All monument foundations shall clear the graves and be constructed to the depth of five feet and installed only by the cemetery staff.
- o. The town will not assume any responsibility for damage to any monuments or markers caused by vandals, private contractors working in the cemetery, or circumstances beyond the town's control.

SECTION 7 - Veterans lots

- a. **If available, graves may be purchased on a pre-needed or as-needed basis by qualified veterans or their spouses. There will be a discount applied only to the veterans grave at the time of purchase (ask for discount details at the Cemetery office). Lots may be purchased throughout the cemetery but only veterans and their spouse may be buried in the veterans sections.**
- b. WHO MAY BE INTERRED: (a) any person who served as a member of the Army, Navy, Marine Corps, Air Force, or Coast Guard of the United States during any of the wars or campaigns in which the United States participated; (b) or who being a citizen of the United States, served honorably as a member in the Military, Naval or Air Forces of any of the governments associated with the United States during the World War; (c) or the wife (or husband as in the case of a female veteran) or the veteran referred to in above sections (a-b), provided the veteran gives assurance in writing that he or she will eventually be buried in the adjacent grave.
- c. EVIDENCE OF RIGHT: It is a requisite that the deceased shall have been honorably discharged from the service and shall have been a resident or former resident of West Hartford, Connecticut, at the time of his or her death. The material evidence of an honorable discharge of a deceased veteran will be sufficient authority to permit interment. In cases where the honorable discharge cannot be produced, sufficient information and guarantee as to eligibility must be produced by a responsible person or relative, which must be followed by material evidence in due time. In any case, the nearest of kin or other

authorized person will fill out and sign such form as will be furnished by Cemetery Management.

- d. GRAVE RESERVATION (In effect prior to 1999): Upon the interment of the veteran or their spouse, the adjoining grave site will be reserved for the surviving spouse or veteran as the case may be. Such reservations shall only be annulled or withdrawn if such intent is provided by the veteran, survivor, or responsible person in writing and forwarded to the Cemetery Supervisor. It is the responsibility of the surviving spouse or veteran to contact the cemetery office each year to confirm their desire to maintain this grave space.
- e. HEADSTONES: The standard headstone furnished by the United States Veterans Administration will be used for the veterans. The headstone for the veterans spouse will be of the same size, letter style, color, and finish as the one furnished for the veteran. As of October 5, 1960, starting with Grave No. 350 in the first section and higher numbers following, flat grave markers only to be allowed.
- f. ORNAMENTATION: The indiscriminate distribution of markers, vases, plants or other obstructions or ornamentation is not in harmony with a military cemetery, and will not be permitted. Planting of trees, shrubs, or flowers will not be permitted on any grave site. Cutting of the turf will not be allowed under any condition. Potted plants will be allowed on the graves only so long as they are in blossom. Potted plants dug into the soil will be removed without notice. Artificial decorations of any description are not permitted in the growing season between May 1 and November 15. Winter decorations, including grave blankets, pine boughs, wreaths, etc. are only permitted between Thanksgiving and March 1; staking of such decorations is hazardous and will not be permitted. Articles such as glass jars, vases, water cans, food tins, wood or iron cases, cardboard cartons, concrete urns or statues, lights, palm ornaments, and bric-a-brac of any description are forbidden and will be removed without notice. Metal, fiber-glass and wooden boxes or tubs will not be permitted, only clay or plastic pots not exceeding ten inches in diameter and not more than six inches high, and rustic baskets with handles not to exceed twelve inches in diameter will be permitted for potted plants. Only one pot or one rustic basket will be allowed to be placed on any one grave. All other containers will be removed without notice.

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