**CEMETERY SPECIFIC SUPPLEMENTAL RULES TEMPLATE**

***Note from Diocesan Cemetery Office to Parish/Cemetery:*** *This document is provided to allow a parish/cemetery to create/edit their Cemetery Specific Supplemental Rules (supplemental rules). If the parish/cemetery wants a preamble to their supplemental rules, please use the preamble language as noted on page 1 of this document. Everything noted below the preamble can/should be changed to meet your cemetery requirements. The sections and language used are examples only - the details provided are not mandated or required. They have been included as ideas to use when editing/creating the cemetery specific supplemental rules.*

**<INSERT CEMETERY NAME, CITY/TOWN>, SUPPLEMENTAL RULES**

**PREAMBLE - SUPPLEMENTAL RULES**

All lot holders and cemetery visitors are subject to the *Diocese of Manchester Cemetery Rules and Regulations* as well as these Supplemental Rules.

In addition to the *Diocese of Manchester, NH Cemetery Rules and Regulations* (*rules and regulations*), the cemetery management (management) has established the cemetery specific supplemental rules (supplemental rules). Along with these supplemental rules, management of <insert cemetery name> reserves the right to use its judgment to make decisions, and such supplemental rules, procedures, and determinations shall be binding upon the lot or crypt holder (lot holder), visitor, and all parties concerned.

Due to ever-changing conditions, management in consultation with the Diocese of Manchester, NH, reserves the right to change, modify, and rescind their supplemental rules and to change all service charges. These changes, modifications, and rescissions automatically apply to all lot licenses, whether the licenses were issued prior or subsequent to their adoption.

Should there be a conflict or inconsistency between the *rules and regulations* and the cemetery specific supplemental rules, the conflict or inconsistency will be resolved by both the Diocese of Manchester, NH and cemetery management. In addition, from time to time, the management in consultation with the Diocese of Manchester, NH reserves the right to waive one (1) or more of these specific supplemental rules under circumstances determined in their sole discretion.

Failure of management to insist in any instance on compliance with these supplemental rules, or failure of the management to enforce the supplemental rules at any time, shall not be considered a waiver of management’s rights to enforce the same, irrespective of the number of prior violations that may have occurred, or be considered a relinquishment of the right to enforce them against any future action or conduct.

Definitions as noted in the *Diocese of Manchester Cemetery Rules and Regulations* as found in Article XXVIII. Definition of Terms, also apply to these supplemental rules.

The information contained in the preamble of the supplemental rules is also part of the supplemental rules. Questions regarding any of these supplemental rules should be directed to management.

**SUPPLEMENTAL RULES**

**Operations:**

* The <cemetery name> office is located on <insert address>;
* The office hours are between <insert office hours>;
* Cemetery contact is <insert name>;
* <cemetery name> is open from <insert month> to <insert month>; and
* <cemetery name> is closed for the winter from <insert month> to <insert month>.

**Pricing:**

*The pricing below does not reflect a mandate – local pricing should be used in this section. In addition, it is recommended that the cemetery pricing should have its own separate page to allow for future adjustments.*

**At management’s discretion, pricing may be adjusted from time to time.**

**Cemetery Lot License**

One Full Body Grave (Traditional Burial):$1,200

Cremated Remains in the Cremation Garden (Each Cremation): $700

Cremated Remains in Existing Grave (Each Cremation): $700

Second Rite of Burial in Existing Grave (Each Cremation): $500

**Opening and Closing**

Full Body Burial (Traditional Casket Burial): $1,000

Cremation Burial: $500

Second Rite of Burial: $500

**Saturday Burial Service Charge**

Before 11:00: $200

After 11:00: $300

**Disinterment**

Removal and Reinterment within Cemetery (Full Body): $2,200

Removal and Transfer out of Cemetery (Full Body): $1,200

Removal and Transfer Cremation Remains within Cemetery: $700

Removal and Transfer Cremated Remains out of Cemetery: $500

**Other**

Burial Vaults Full Body (Depends on Type and Style): $650-$1,300

Burial Vaults Cremains (Depends on Type and Style): $150-$300

Foundations/Footings (Prices Based on Square Footage): $400 Minimum

**Rules Pertaining to Burials:**

* Burials are not conducted in the winter and will be performed from <insert month> to <insert month>;
* One full body burial and one cremation is allowed in a single grave;
* Two (2) cremated remains are allowed within one grave;
* The use of burial vaults are required for both full body and cremated remains;
* Cremated remains are not to be separated or scattered; and
* Digging in any way at the cemetery without supervision and approval of management is prohibited.

**Decorations:**

Management reserves the right to regulate the method of decorations of lots so that uniform beauty is maintained:

* Nothing is to be placed on a pathway, road, or grave in the cemetery except as noted below;
* Management reserves the right at all times to remove and dispose of any decorations left on the pathway, road, grave or memorial;
* Decorations may be placed subject to the following rules:
  + Floral Arrangements may be left on the grave at the time of interment. The management reserves the right to remove them once they become unsightly; and
  + On the Friday before Memorial Day, small American flags and other decorations may be placed on the grave itself and must be removed by the Sunday following Memorial Day.
* The cemetery reserves the right to remove and dispose of any and all decorations placed in the cemetery that the Management finds unsightly, inappropriate, disrespectful, in poor taste, or in any way detracting from the aesthetic value of the cemetery, or in any way offensive to the teachings and beliefs of the Catholic Church.

**Memorials (Monuments and Markers):**

* The memorial size, quality, placement, content, contractor and time of placement is subject to management approval;
* Memorial plans are to be submitted for approval by the management using the *Memorial Permission Form* (available at office);
* Memorials are not to be ordered or placed until approved by management;
* Memorials will not be installed on any lot until said lot has been paid for in full;
* Management reserves the right to fix charges for memorial foundations, placement and/or removal;
* Installation fees will be paid in advance;
* Memorial work will be done in accordance with trade standards of good craftsmanship;
* Only first quality granite will be used;
* Marble or natural stone are prohibited;
* Benches are prohibited;
* A memorial will not have any mark or symbol that is disrespectful or contrary to the teaching of the Roman Catholic Church;
* If symbolism is used it is to be Christian; *(Many cemeteries in the Diocese require that at least 1 Christian symbol is used – this practice is recommended.)*
* A minimum of a two grave lot is required in order to have an upright memorial (monument);
* Only one memorial per lot is allowed. An exception may be made for a veteran marker issued by the United States;
* Management reserves the right to determine minimum and maximum size dimensions for **upright memorials** (monuments) based on the number of graves per lot. The regulations are as follows:

WIDTH LENGTH HEIGHT

Min. Max. Min. Max. Min. Max.

2 grave lot 10" 12" 20" 30" 26" 38"

3 grave lot 10" 12" 24" 36" 32" 42"

4 grave lot 12" 14" 30" 44" 32" 60"

5 grave lot 12" 16" 36" 66" 32" 60"

6 grave lot 12" 16" 40" 68" 34" 72"

8 grave lot 12" 18" 40" 68" 36" 84"

* Management reserves the right to determine minimum and maximum size dimensions for **markers** based on the number of graves per lot. The regulations are as follows:

WIDTH LENGTH HEIGHT

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1 grave lot 12” 24” 4”

2 grave lot 12” 30” 4”

Cremation 12” 24” 4”

Baby 12” 12” 4”

* Poured reinforced concrete foundations for memorials is required in accordance with trade standards.

**Other Supplemental Rules:**

* Where signatures on any document are required, the management reserves the right to require they be notarized;
* The use of water spigots may be used for the watering of plants and flowers only;
* Lots can be viewed with management by appointment only. For appointments please call <insert phone number>; and
* Lots are sold during office hours as follows: <insert office hours>.