

COVENTRY CEMETERY COMMISSION RULES AND REGULATIONS

Summary and Acknowledgement

The following rules and regulations are adopted by the Coventry Cemetery Commission for all town-owned or maintained cemeteries situated within the Town of Coventry. The purpose of these rules and regulations is to preserve the aesthetics, sanctity, and peace of the grounds. The rules and regulations also ensure proper and safe maintenance, and protect visitors and monuments. Any questions or concerns should be directed to the Sexton or the Cemetery Commission. The Cemetery Commission reserves the right to change or update these rules and regulations.

Below is a summary of the most commonly referenced rules and regulations. Please see the completed rules and regulations for more details (attached).

- Prohibited items:
 - Glass/ceramic bottles or decorations
 - Alcohol and smoking
 - Planting new trees or shrubs
 - Pinwheels
- Artificial flowers are allowed if they are secured in a plastic container or in a garden bed. Artificial flowers that are faded, out-of-season, unsecured, damaged, or otherwise unsightly will be removed.
- Any decorations that are unsecured, not in a garden bed, damaged, unsightly, or otherwise interfere with cemetery maintenance will be removed.
- All monument work (including benches and curbing) must be approved by the Sexton or the Cemetery Commission. Please contact the Sexton for an application.
- No dogs or dog walking are allowed in the cemeteries.
- Garden beds must be approved by the Cemetery Commission.
- Temporary grave markers will be removed after one year.
- The cemeteries will be cleaned-up annually on the first weekend of the following months: March, August, and December.

Acknowledgment

By signing below, you acknowledge that you received a copy of the rules and regulations and you agree to follow the rules and regulations set forth by the Cemetery Commission.

Lot owner	
Signature:	
Name:	
Date:	Lot

COVENTRY CEMETERY COMMISSION RULES AND REGULATIONS

In accordance with Ordinance No. 131 COVENTRY MUNICIPAL CEMETERY ORDINANCE, Section 11: Rules and Regulations":

"The Commission shall establish and make available to Town residents rules and regulations for the use of the cemetery relating to:

1. Subdivision of the cemetery into lots;
2. Capacity of each lot;
3. Location of graves;
4. Types of plantings, monuments and markers that will be permitted for the proper and most attractive development of town-owned cemetery properties;
5. Limitations on purchase and on the terms, conditions and recording of the resale of the lots;
6. The setting of fees and the collection thereof for services performed in connection with the cemetery;
7. All matters within the scope of duties of the Commission."

The following rules and regulations are adopted by the Cemetery Commission for all town-owned or maintained cemeteries situated within the Town of Coventry.

GENERAL RULES

For the mutual protection of lot owners and the cemeteries as a whole, the following rules and regulations have been adopted by the Coventry Cemetery Commission relative to burial rights and use of town-owned or maintained cemetery property. All lot owners and visitors within the cemeteries and all lots sold shall be subject to said rules and regulations; and subject further to such rules and regulations, amendments or alterations as shall be adopted by the Cemetery Commission from time to time.

Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Cemetery Commission, therefore, reserves the right to make exceptions, suspensions or modifications of any of these rules and regulations without notice when, in the judgment of the Commission, such action appears necessary; and such temporary exception, suspension or modification shall in no way be construed as affecting the general application of such rules and regulations.

1. Residents, former residents, and non-residents may purchase burial rights in lots within cemeteries at prices that shall be determined by the Cemetery Commission. Such rights are not transferable, but must be resold to the Town at the purchase price, less a \$10.00 handling fee, and without interest. Persons holding such burial rights will be referred to as "lot owners" in succeeding rules and regulations. Lot owners can assign burial rights to specific individuals. Lots designated as double lots or triple lots on any cemetery survey or lot plan may not be subdivided for purchase or resale.
2. Cemeteries will be open from sunrise to one-half hour after sunset. No person will be allowed on cemetery property after dark.
3. Persons visiting cemeteries are prohibited from picking flowers, breaking or injuring any trees, shrubs or plants, or from writing upon, defacing or damaging any memorials, fences or other structures within cemetery grounds.

4. Driving a motor vehicle on any grassed area without the express permission of the Sexton is prohibited. Driving a motor vehicle in any cemetery at an excessive speed is also prohibited.
5. No bicycle, motorcycle, minibike, motor scooter, snowmobile, or horses will be allowed on any grassed area of cemetery grounds without the express permission of the Sexton.
6. Bringing firearms or other dangerous weapons into cemeteries, except by a military escort accompanying a veteran's funeral or attending memorial services, is prohibited.
7. The throwing of rubbish on the drives or paths, or any part of the grounds, is prohibited. Waste material shall be placed in receptacles or removed from cemetery grounds.
8. All persons within a cemetery should avoid conduct unbecoming of a sacred place, such as:
 - a. loud and boisterous talking;
 - b. loitering on the grounds or idling vehicles;
 - c. drinking alcoholic beverages or smoking on the grounds;
 - d. peddling or soliciting the sale of any commodity within a cemetery; and
 - e. placing signs or notices or advertisements of any kind within a cemetery.
9. It is the duty of the Sexton to see that the rules and regulations are complied with, and it is his/her duty to see that order is maintained and to protect the best interests of the cemeteries and qualified visitors. He/She is, therefore, authorized to make temporary additional rules that may be needed to meet emergencies that are not covered by these rules and regulations.
10. Dogs, pets, or other domestic animals are not allowed in the cemetery. Exceptions are made for dogs and cats visiting grave sites with family members. In such circumstances, it is the animal owner's responsibility to keep the animal leashed at all times and away from other lots, other headstones, other foot stones, and all other areas of the cemetery. The Cemetery Commission reserves the right to revoke this exception for animals that disturb the peace in the cemetery, cause any damage, or are otherwise disrespectful. This rule does not apply to certified service animals assisting persons with disabilities.

LOTS AND INTERMENTS

11. Persons desiring to purchase lots (burial rights) should visit the cemetery with the Sexton, if possible. In the event the Sexton is not available, a Commission member may be able to visit the cemetery with the interested persons.
12. Before any burial is made in a lot, complete payment for the lot must be made to the Commission.
13. No lot shall be used for any purpose other than for the burial of the human dead.
14. All graves shall be opened and closed under the supervision of the Sexton. No interment or disinterment shall be allowed without consent of the Sexton.

15. The right to enlarge, reduce, replot or change boundaries, or grading of a cemetery, or a section or sections, from time to time, including the right to modify or change the locations of roads, planting areas, or walkways, or any part thereof, is reserved by the Commission.
16. The Commission reserves to itself and to those lawfully entitled thereto a perpetual right of ingress and egress over lots for the purpose of passing to and from other lots or other general maintenance or landscaping in the cemetery.
17. Interments must be within the boundary of the lot. Burials that utilize a casket must be within a vault.
18. The Commission will take all reasonable precautions to protect the lot owners from loss or damage, but the Cemetery Commission distinctly disclaims all responsibility for loss or damage caused by the elements, an act of God, common enemy, thieves, vandals, strikes, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, and/or an order of any military or civil authority.
19. The general care of all town-owned or maintained cemetery property is assumed by the Cemetery Commission and Coventry Department of Public Works and includes cutting grass, trimming around the monuments and markers at reasonable intervals, raking and cleaning the grounds, pruning of shrubs and trees that may be placed by the Commission. The general care assumed by the Commission shall in no case mean the maintenance, repair or replacement of any memorial monument or marker placed upon any lot, nor unusual work in a cemetery.
20. All funerals entering the cemetery shall be under the charge of the Sexton or his/her designated agent.
21. Once the casket, containing a body, is within the confines of the cemetery no one will be permitted to open the casket without the consent of the legal representative of the deceased or by court order.
22. Funeral Directors, upon arrival at a cemetery, must present the necessary burial permit.
23. When an interment is to be made in a lot, the location of such interment shall be designated by the lot owner within the allowed most recent parameters established by the Cemetery Commission (see figures appended to these rules and regulations). Should the lot owner fail or neglect to make such designation within the established parameters, the Cemetery Commission reserves the right to use its own judgment. The Cemetery Commission will not be responsible for any order given by telephone, or for any mistake due to lack of precise and proper instructions regarding the desired location of an interment within a lot.

23. Interment parameters for Coventry Cemetery – See Figures 1-3 in Appendix

Full size single burial lot – approximately 10 x 3.5 feet

Maximum accommodation:

- One full burial and two cremation burials (**Figure 1**) - Or –
Three cremation burials (**Figure 2**)
- One of the configurations listed above must be selected before the first interment within a lot. Any configuration changes after the initial selection must be approved by Cemetery Commission.

Double and triple burial lots - These lots contain two (double) or three (triple) single burial lots. The single burial lots within a double or triple lot are labeled Graves A and B or Graves A, B, and C, respectively. Labeling is from left to right when facing the headstone.

Cremation lot - approximately 4 x 4 feet

Maximum accommodation:

- Two cremation burials (**Figure 3**)

24. It is the duty of the lot owner to notify the Sexton or the Commission of any change of address.
25. The Cemetery Commission does not assume the responsibility for grave openings. Arrangements will be made by the Funeral Director with a private contractor and the fee for the grave opening will be paid by the Funeral Director. Private contractors must provide proof of insurance to the Cemetery Commission before commencing any work in the cemetery.
26. Only one full burial may be placed in a single grave lot. However, no more than two cremated remains may be placed in the same grave with a full burial. Cremated remains of no more than three persons may be placed in a single grave. In cremation areas, the number of burials shall be a maximum of two per grave.

MONUMENTS AND MARKERS

27. Permission from the Sexton or the Commission must be secured for all memorial work in cemeteries. An application form, obtained from the Sexton or the Town of Coventry website, must be submitted for proposed memorial work, describing the work to be done and the insurance carried. Memorials constructed of cement, wood, tin, iron, or other material considered undesirable or inappropriate are not permitted. No pole shall be erected on or around lots for the purpose of displaying/erecting a flag, pennant, windmill, pinwheel, or decoration.
28. Monuments and markers are to be installed only by professional monument installers or other qualified contractors. Installers or contractors must provide proof of insurance to the Cemetery Commission before commencing any work in the cemetery. All monuments and markers must be placed on a footing that is sufficiently designed to prevent damage from ice heaves. The bottom of the footing will be at least 42" below the surface (or to the top of the

vault). The footing can be comprised of 3/8" or finer crushed stone, concrete, or a combination of the two materials.

29. Upright monuments may be placed only on those areas designated on the master plan of a cemetery. All designated single graves shall be limited to flush markers, as well as certain areas of cemeteries as designated on master plans for flush markers. Markers on designated cremation lots are to be flush and uniform in size, no larger than 2'x2' located at the top of the lot. Temporary markers must be removed after a maximum of one year.
30. Benches are considered upright monuments and are subject to all the rules and regulations for monuments and markers described in this section, including approval by the Sexton or the Cemetery Commission. Benches must be within the boundaries of a lot.
31. Upright columbariums are subject to all the rules and regulations for monuments and markers described in this section, including approval by the Sexton or the Cemetery Commission. Furthermore, the number of interments in an upright columbarium will be limited to the maximum accommodations described in rules 23 and 26.
32. Corner lot markers shall be flush with the ground.
33. The size of an upright family monument shall be governed by the width of the lot, or combined lots as follows:

<u>Side-by-Side Lots</u>	<u>Maximum Width of Base</u>
2 grave	4'
3 grave	6'
4 grave	8'
6 grave	12'

Individual footstones within a family lot must be flush with the ground.

34. Should any monument become unsightly, dilapidated, or a safety hazard to visitors, the Cemetery Commission shall have the right, at the expense of the lot owner, to correct the condition or remove same.
35. All workers employed by outside firms, while within a cemetery, are subject to the regulations of the Cemetery Commission.
36. Out of respect, and for other obvious reasons, all work of any description should cease while a funeral or interment is being conducted in a cemetery. Trucks and workers should withdraw to a reasonable distance from the location of the funeral service, preferably to an area in back of any tree or shrub barrier.

SHRUBS, PLANTINGS, AND DECORATIONS

37. The Cemetery Commission will plant and maintain trees, shrubs and flowerbeds to preserve the beauty and maintain the landscape features of cemetery grounds, but will not undertake to maintain plants on individual lots or graves.
38. Planting new shrubs or trees, on or around individual lots is prohibited.

39. Lot owners are urged to maintain plantings (flowers), potted plants, and any decorations in garden beds adjacent to monuments. Control of weed and grass growth within the bed is the responsibility of the lot owner. Any over-grown or unsightly garden bed may be removed at the discretion of the Cemetery Commission. Garden beds must be approved by the Commission. Application for same should be accompanied by a scaled sketch of the proposed beds. Any proposed plantings need to be within the lot boundaries. Fencing is not allowed.
40. Any decorations or plantings that are unsecured, not within a garden bed, present a hazard, or interfere with mowing, trimming, or general maintenance of the Cemetery may be removed at the discretion of the Cemetery Commission.
41. Glass/ceramic jars or decorations and wire holders present a hazard to cemetery workmen and equipment; therefore, their use is prohibited. Artificial flowers may be used only if they are securely fastened in a container. Pinwheels are prohibited.
42. The Cemetery Commission shall not be liable for any floral piece, basket, or other container left at a cemetery after a funeral service.
43. The Cemetery Commission shall have the authority to remove all flower beds, shrubs, decorations, trees, or other plantings placed in violation of these regulations, or which in the judgment of the Commission have become unsightly, dangerous, diseased, dead, overgrown, broken or in a condition not in the best interests of cemetery property.
44. The cemeteries will be cleaned-up annually on the first weekend of the following months: March, August, and December. Seasonal decorations that are not cleaned up by these dates will be removed. Other damaged or unsightly decorations or memorials will be removed at the discretion of the Cemetery Commission.

Adopted August 6, 1981 by the Cemetery Commission

Revised September 10, 2002 by the Cemetery Commission

Revised July 8, 2003 by the Cemetery Commission

Revised July 12, 2017 by the Cemetery Commission

Revised December 13, 2017 by the Cemetery Commission

Revised September 20 2018 by the Cemetery Commission

Revised September 19, 2019 by the Cemetery Commission

Revised May 20, 2021 by the Cemetery Commission

Revised October 19, 2023 by the Cemetery Commission. Burial schematics were updated to be consistent with new GIS web application. Extensive updates to the Shrubs, Plantings, and Decorations section.

Creation of rules & regulations summary and acknowledgment for new lot owners. Other minor changes.

Coventry Cemetery Rules & Regulations
Appendix - Interment Parameters Figures

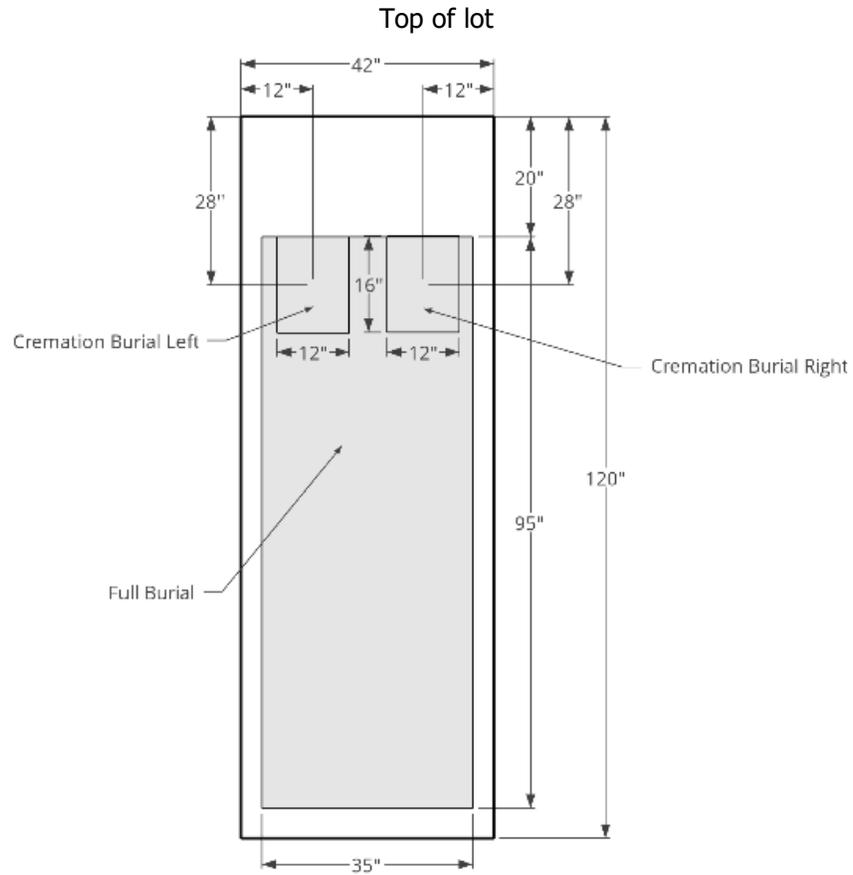


Figure 1 – Full size single burial lot with one full burial and two cremation burials. Cremation interment locations are measured from the top of the lot and each side. Full burial location is measured from the top of the lot and centered from each side.

Coventry Cemetery Rules & Regulations
Appendix - Interment Parameters Figures

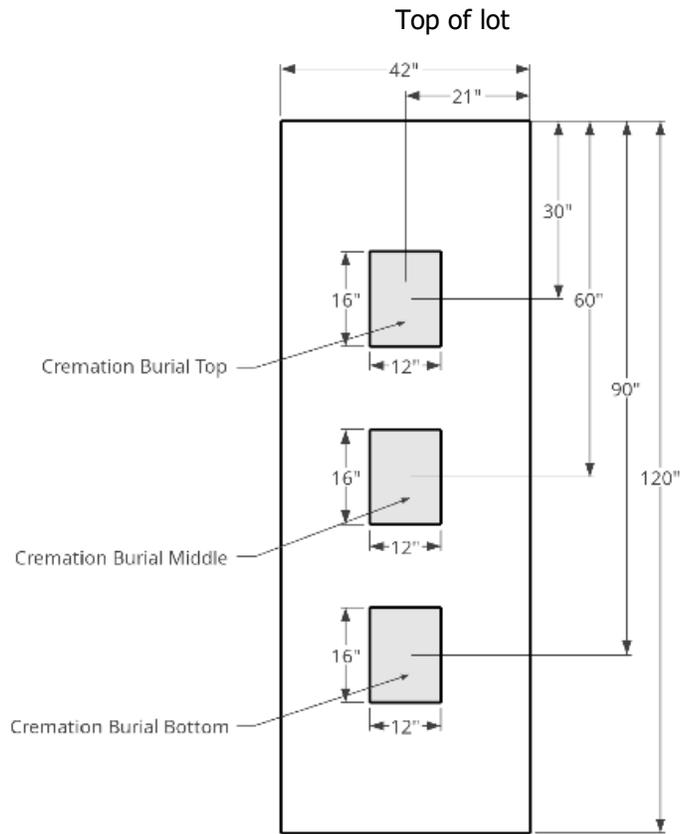


Figure 2 – Full size single burial lot with three cremation burials. Cremation interment locations are measured from the top of the lot and centered from each side.

Coventry Cemetery Rules & Regulations
Appendix - Interment Parameters Figures

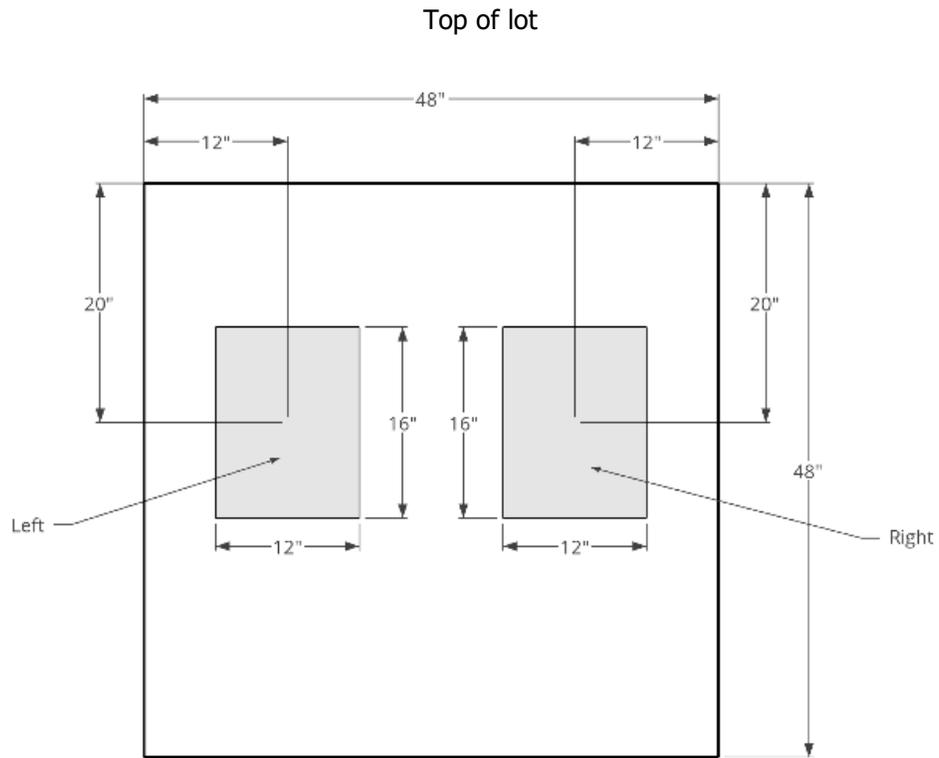


Figure 3 – Cremation lot with two cremation burials. Cremation interment locations are measured from the top of the lot and from each side.