

# Cemetery Operating Policies, Rules, and Regulations

FAIRVIEW EVANGELICAL PRESBYTERIAN CHURCH  
AUTHORIZED BY THE SESSION AND THE BOARD OF TRUSTEES

**Fairview Evangelical Presbyterian Church  
Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

Contents

LOT OWNERSHIP AND PRIVILEGES ..... 4

    Nature and Extent of Rights Acquired ..... 4

    Descent and Inheritance of Burial Rights..... 4

    Resale of Burial Rights..... 4

    Transfer of Burial Rights..... 5

    Repurchase of Burial Rights ..... 5

    Cemetery Records..... 5

    Cornerstones..... 5

    Restrictions ..... 5

BURIALS..... 6

    General Requirements for Burials..... 6

    Hours When Burials Are Permitted..... 6

    Communication of a Burial ..... 6

    Payment of Burial Fee ..... 7

    Vaults ..... 7

    Excavating and Refilling of Graves..... 7

    Burials Per Grave..... 7

    Tombs, Mausoleums, Sarcophagi, and Above Ground Crypts..... 7

    Errors..... 7

MONUMENTS AND MARKERS..... 8

    Ownership and Responsibility ..... 8

    Requirements for Monuments and Markers ..... 8

    Requirements for Cornerstones ..... 9

    Requirements for Foundations ..... 9

    Temporary Markers ..... 10

    Repairs to Monuments and Markers ..... 10

DECORATION OF GRAVES ..... 11

    Funeral Flowers and Floral Pieces..... 11

    Flower Containers ..... 11

**Fairview Evangelical Presbyterian Church  
Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

Artificial Flowers .....	11
Fresh Cut Flowers.....	11
Planting or Excavating.....	11
Flags .....	11
Christmas Wreaths, Sprays, and Decorations.....	11
Other Decorations.....	11
<b>COLUMBARIUM OWNERSHIP AND INURNMENTS.....</b>	<b>12</b>
Descent and Inheritance of Inurnment Rights.....	12
Resale of Inurnment Rights.....	13
Transfer of Inurnment Rights.....	13
Repurchase of Inurnment Rights .....	13
Payment for Columbarium Niche and Engravings.....	13
General Requirements for Inurnments.....	13
Hours When Inurnments Are Permitted.....	13
Inurnments Per Niche and Urn Size .....	14
Communication of an Inurnment .....	14
Payment of Inurnment Fee.....	14
Niche Re-Openings.....	14
Columbarium Decorations .....	14
Cemetery Records.....	14
Errors.....	14
<b>GENERAL PLATTING AND LANDSCAPING .....</b>	<b>15</b>
Boundaries, Roads, and Waterlines.....	15
Location of Documents .....	15
<b>REGULATIONS GOVERNING ACCESS AND CONDUCT.....</b>	<b>16</b>
Entrance Regulation.....	16
Improper Conduct.....	16
Speed Limit.....	16
Animals.....	16
All-Terrain Vehicles (ATVs), Motorcycles, and Bicycles .....	16
<b>MISCELLANEOUS.....</b>	<b>17</b>
Office - Records.....	17

**Fairview Evangelical Presbyterian Church  
Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

Cemetery Superintendent ..... 17

Prices and Charges ..... 17

Contractors and Outside Workers ..... 17

Disinterment ..... 17

Liability of Cemetery ..... 18

Alteration and Repeal of Policies and Procedures..... 18

# Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

## LOT OWNERSHIP AND PRIVILEGES

### Nature and Extent of Rights Acquired

Burial rights at Fairview Evangelical Presbyterian Church (FEPC) are sold in lots. A lot is defined as a single grave space or multiple grave spaces adjoining one another. FEPC retains title to the cemetery property.

Upon full payment of the purchase price for a lot, the purchaser acquires:

- the rights of burial in the square footage for each grave space purchased, subject to the policies and procedures of the cemetery
- a deed that certifies rights of burial
- perpetual care\* for all grave spaces purchased

No interment will be permitted in, or marker allowed on, or cornerstones installed within any grave space not fully paid for.

*\*Perpetual care, which is included with the purchase of a burial lot or columbarium niche, shall be defined as basic cemetery maintenance. This shall include regular mowing, trimming, tree care, leaf mulching and removal, filling in sunken graves, preservation of the Columbarium structure, and maintenance of roadways, pathways, and patios belonging to the cemetery. However, the cemetery has the right to remove, and not replace, already existing trees, shrubs, and other plantings, that through growth, encroach on a lot owner's property, become unsightly, diseased or damaged, by accident, or weather. Perpetual care does not include the maintenance, repair, cleaning or replacement of any structures, or memorials, placed, or erected, upon grave spaces.*

### Descent and Inheritance of Burial Rights

The purchasers of the lot will be the only persons permitted to make decisions regarding the use of each grave space within the lot. The lot owners will be permitted to appoint up to two (2) representatives to act in a decision-making role should any or all the original decision-makers be deceased or become unable to make decisions regarding lot.

In the absence of an appointed representative, burials by or of heirs, after the original parties named on the deed are deceased, requires the permission of all living heirs, in writing.

FEPC shall, in no way, be held responsible for failure to properly determine the legal successorship of the said grave space owner.

The heirs are entitled to the same use of the grave space as the original owners and are bound by the same policies and procedures.

### Resale of Burial Rights

A resale of burial rights by a deedholder to a third party is not permitted, nor will FEPC recognize such a resale.

## **Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

### [Transfer of Burial Rights](#)

Owners of deeds may transfer their burial rights to other eligible parties, if and only if they are the original owners of the deed and there are no encumbrances on the lot (such as monuments), by presenting and returning the deed to the cemetery. No compensation will be given by the cemetery to the original owner for the return of the deed for purposes of transfer of burial rights. Payment of transfer/recording fees are required before a new deed will be issued to the transferee. Due to liability issues the cemetery will NOT transfer a deed to a third party if the deedholder is NOT the original owner.

### [Repurchase of Burial Rights](#)

If a deedholder wishes to return their burial rights back to FEPC Cemetery a donation of the lot to the cemetery is highly encouraged.

Deedholders may sell their burial rights back to the cemetery, if and only if they are the original owners of the deed and there are no encumbrances on the lot (such as monuments), by presenting and returning the deed to the cemetery. The cemetery will NOT repurchase a deed from a deedholder who is NOT the original owner.

The amount that the church will pay per grave space will be 1/3 of the selling price for a new grave space (members price only) as published in the most current Cemetery Price Information Sheet.

Because the purchase of a cemetery grave space does not include land, only the burial right for that space, a space being sold back to FEPC Cemetery must meet the criteria of being a useable space. The determination of whether a space is useable will be the decision of the Cemetery Superintendent, or another person appointed by the Board of Trustees.

### [Cemetery Records](#)

The files located at FEPC's administrative office are to be considered the official records. Any discrepancy between the administrative files and the deed will be considered a clerical error. The Trustees of FEPC, as well the Cemetery Superintendent, reserve the right to recall, correct, and reissue the correct deed.

### [Cornerstones](#)

For lot sales of one or more grave spaces the purchase and installation of cornerstones is encouraged, but not required for a purchased lot in the cemetery.

### [Restrictions](#)

Cemetery Section 'A', also known as the "Old Cemetery", is closed for lot sales. This means that burial rights in grave space(s) located anywhere within Section "A" will not be sold, donated, or otherwise conveyed to anyone.

# Fairview Evangelical Presbyterian Church

## Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

### BURIALS

#### General Requirements for Burials

Interments in the FEPC Cemetery shall be limited to dead human beings.

No interment will be permitted, or remains received, unless the proper written order is furnished. Interments will be made only after a permit for burial has been completed by a mortician or a family representative prior to the opening of a grave. An acceptable permit for burial will be either:

- a Commonwealth of Pennsylvania Disposition / Transit Permit, or
- a Record for Interment of Cremated Remains

Remains sent from other states must also be accompanied by a burial transit permit from the state of origination and filed at the church office prior to interment.

Information for all interments shall be communicated to the Cemetery Superintendent or the church administrative office, and all charges must be prepaid. Information given by telephone will be taken with care, but FEPC will not be responsible for errors arising or resulting from this procedure.

#### Hours When Burials Are Permitted

Normal burial hours are defined as Monday through Saturday between the hours of 9:00 a.m. and 3:00 p.m. and Sunday between the hours of 12:00 p.m. and 3:00 p.m. Additional charges will be made for interments on Saturdays, Sundays, holidays, or Mondays through Fridays after 3:00 p.m.

#### Communication of a Burial

The person communicating with the Cemetery Superintendent or administrative office about a burial shall provide:

1. the grave space owner's name, address, and all other information required on the burial report.
2. the name of the deceased
3. date and place of birth of deceased
4. date and place of death
5. name and address of person responsible for disposition
6. name of funeral director (if applicable)
7. the date and time of the graveside funeral interment
8. the location of grave space to be used.

Notice for opening of a grave must be given early enough to allow at least three (3) regular working days for the work to be completed. Extra time may be required during winter months.

If the Cemetery Superintendent determines that a grave space chosen by the lot owner, or assigned representative, within the lot is not usable, the lot owner shall be informed, and the Cemetery Superintendent shall open the nearest useable space on the lot as he/she deems best and proper, so as not to delay the funeral and affect the interment.

# Fairview Evangelical Presbyterian Church

## Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

### Payment of Burial Fee

Payment for all church cemetery services shall be required prior to the burial.

Advance payment for required burial services (i.e. pre-need) are not allowed at FEPC Cemetery.

### Vaults

Vaults are required for all burials and must be made of concrete or metal. Exceptions may be noted for infants and cremains. Infant vaults must be made of concrete or fiberglass approved by the Cemetery Superintendent. Cremains must be placed in a container specifically approved for their content by the Cemetery Superintendent, such as a marble or bronze urn. If cremains are in an unapproved container, made of such materials as cardboard, wooden, plastic, or other insufficient material then the cremains must be interred within a vault. Under no circumstances are wooden vaults permitted.

### Excavating and Refilling of Graves

The Cemetery Superintendent, church sexton, or person appointed by the Trustees of FEPC will be responsible for the interment process. No grave shall be opened, filled, refilled, or sodded except under the direction of the Cemetery Superintendent, church sexton, or person appointed by the Trustees.

### Burials Per Grave

Approved and acceptable burials are as follows:

- One interment only shall be allowed in a casket, except a father or mother with an infant child, or two children buried at the same time.
- Double depth casket burials in a single grave are permissible with prior arrangement but are not encouraged.
- In the absence of a full casket burial, a maximum of two (2) ash urns per grave space is permissible.
- It is not permissible for ashes to be scattered on top of an existing grave space or lot.

### Tombs, Mausoleums, Sarcophagi, and Above Ground Crypts

The church cemetery does not allow the erection of tombs, mausoleums, sarcophagi, or above ground crypts of any type.

### Errors

The Cemetery Superintendent, as he/she deems proper, shall correct any errors made in interments, disinterment, removals, or in the description, transfer, or conveyance of any interment property.



# Fairview Evangelical Presbyterian Church

## Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

### MONUMENTS AND MARKERS

#### Ownership and Responsibility

Monuments and markers are personal property. All monuments within the cemetery are the property of lot owners, their heirs, or the responsible party that ordered and placed them. Therefore, the following rules shall apply to all owners of monuments and markers installed in the cemetery:

1. All monuments or markers erected in the church's cemetery shall be restricted as to the size and general make-up. See '*Requirements for Monuments and Markers*' below.
2. Only one marker is allowed per grave space unless two infants, two cremations or a combination of a burial and a cremation are buried in the same space. A second marker can then be installed but MUST be a flat stone installed at ground level.
3. Maintenance of cemetery monuments is the responsibility of the owner.
4. The church will not be responsible for inadvertent scratches and chips that occur from routine maintenance or vandalism. Such happenings are a condition that go with the privilege of placing the monument in the cemetery.
5. If a monument company, or other person or entity, has been contracted to remove a monument for any reason the monument company, or other person or entity, will also be responsible for returning the monument to its original location.
6. Similarly, cornerstones are personal property of lot owners, their heirs, or the responsible party who ordered and placed them in the cemetery. Maintenance of cornerstones is the responsibility of the owner. The church will not be responsible for natural settling in the ground or inadvertent scratches and chips that occur from routine maintenance or vandalism. Such happenings are a condition that go with the privilege of placing cornerstones in the cemetery.

When purchasing a monument or marker to be placed in the cemetery please consult a monument dealer on monument materials suitable to handle conditions at the cemetery. Markers are subject to temperature extremes, snow, ice, rain, sleet, hail, and occasional nicks and chips from mowing equipment. It is recommended that upright or slant markers have a rough nosed base or edge rather than a polished smooth surface.

#### Requirements for Monuments and Markers

The following requirements must be followed in selecting and installing a monument or marker on an owner's site:

1. Markers must be composed of metal or stone.
2. No grave marker shall be placed in the cemetery unless a suitable foundation has been laid for it. Bronze plate markers must also have a foundation and a base, even though they are at ground level.
3. No grave marker shall be higher than thirty-six (36) inches above the ground (bottom to top).
4. No grave marker shall exceed 40 inches in length (left to right) and 12 inches in width (front to back) when placed on a single grave space.

## Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

5. No grave marker shall exceed 58 inches in length (left to right) and 12 inches in width (front to back) when placed between two adjoining grave spaces (e.g. husband and wife buried side-by-side).
6. Bronze plate markers MUST NOT extend above ground level.
7. As a Protestant Church in the Reformation Tradition all monuments and markers should be of a style in keeping with the church's beliefs and traditions. It is prohibited for any symbolism to be engraved or otherwise present on grave markers that is explicitly non-Christian, or at variance with the Christian Faith (e.g. symbols consistent with Rabbinic Judaism, Islam, Hinduism, Paganism, etc.).
8. Colorization and portraits on monuments/markers are prohibited.
9. All grave markers shall be placed at the west end of the grave space and face the same direction that is consistent with other markers in the same section and block/lot of the church cemetery where the grave is located.
10. A sketch of monument/marker is required to be submitted by the Memorial Company to the Cemetery Superintendent for approval prior to installation.
11. Payment for marking the location and overseeing the installation is required before a foundation can be laid.

### Requirements for Cornerstones

The following requirements must be followed in selecting and installing cornerstones on an owner's site:

1. Cornerstones must be composed of stone.
2. They must be placed at the four corners of the purchased lot on the inside boundaries. Cornerstones must be flush to the ground, not extending in any way above ground level.
3. The Cemetery Superintendent can provide services for purchase and installation of standard cornerstones through its own supplier(s) according to the dimensions, types, and prices specified on the Cemetery Price Information Sheet.
4. The Cemetery Superintendent, if requested, can provide the names of qualified Memorial companies who can provide services to Lot Owners for the purchase and installation of cornerstones. However, Lot Owners are responsible for the cornerstone ordering and installation process directly with the Memorial company.
5. Payment for marking the location and overseeing the installation is required before cornerstones can be put in the ground.

### Requirements for Foundations

The following requirements must be followed when installing a foundation on an owner's site:

1. FEPC Cemetery does not perform Foundation installations.
2. All Foundations must be dug and installed by qualified, licensed, and certified Memorial suppliers.
3. The Cemetery Superintendent, if requested, can provide the names of qualified Memorial companies who can provide services to Lot Owners for the purchase and installation of monuments including the foundation. However, Lot Owners are responsible for the foundation ordering and installation process directly with the Memorial company.
4. Foundations must:

## Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

- a. be a minimum of 24 inches deep.
  - b. be filled with ready mix concrete, and no fillers such as lumps of concrete and bricks etc. are to be used.
  - c. have excess dirt from digging put in wheel barrows and put on the dirt pile. The surrounding grass must be protected by a cloth.
  - d. have a bottom of the hole that is flat, and the corners squared.
  - e. leave at least 2 inches of space on each side.
  - f. not exceed 42 inches in length (left to right) by 14 inches in width (front to back) when placed on a single grave space.
  - g. not exceed 60 inches in length (left to right) by 14 inches in width (front to back) when placed between two adjoining grave spaces (e.g. husband and wife buried side-by-side).
  - h. be at least the same length and width as the length and width of the monument base.
5. Larger monuments will require greater depth as determined by the Cemetery Superintendent based on the submitted sketch.
  6. The church office must be contacted at least 3 days in advance for an appointment to install a foundation and /or grave stone so that the grave site can be marked on a timely basis.
  7. Be sure that you furnish the name of the owner of the lot and also the name of the deceased so that we can locate the grave site for the Memorial Company.
  8. No foundation work is permitted from December 1 through March 31.
  9. Payment for marking the location and overseeing the installation is required before foundations can be laid.

### Temporary Markers

Temporary grave markers, usually made of thin sheet metal or plastic without any base foundation, will be permitted for up to 6 months following a burial. After 6 months, temporary markers will be removed without notice. Permanent grave markers are encouraged within 6 months after burial.

### Repairs to Monuments and Markers

To prevent undue risk to the cemetery no "do-it-yourself" repairs to cemetery artifacts (e.g. monuments and markers) are permitted by amateurs or otherwise unqualified persons. A qualified, licensed, and certified memorial company or conservationist firm must be utilized to make such repairs. Memorial companies and conservationist firms making repairs to cemetery artifacts must use materials, tools, and methods suitable to the type of stone, as well as the condition and age of the monument, marker, or other artifact being repaired.

# Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

## DECORATION OF GRAVES

### Funeral Flowers and Floral Pieces

Floral pieces will be removed without notice when they become unsightly. Grave space owners desiring to retain floral pieces must remove them within seven (7) days after the interment.

### Flower Containers

The placing of baskets, boxes, pots, jars, cans, wires, bottles, etc., will not be permitted on grass areas. All permanent containers must be attached to the monument, cast into the cement foundation at least two (2) inches from the edge of the cement foundation, or be placed in a sturdy single-pronged metal stand abutting the monument. If a monument is not present, then no permanent containers may be placed on the grave.

### Artificial Flowers

Artificial flowers are permissible if placed in a permanent container. Artificial decorations will not be allowed on grass areas. Artificial flowers, wreaths and so forth not placed in permanent containers are subject to removal after seven (7) days.

### Fresh Cut Flowers

Fresh cut flowers are permitted in permanent containers.

### Planting or Excavating

Plantings of any type including but not limited to trees, shrubs, or ground cover are not permitted. Such plantings will be removed without notice.

Digging or disturbing the sod or grass within the cemetery is not permitted.

### Flags

All flags shall be in permanent stands.

All flag stands must be metal and be placed next to the monument, while sitting at least 4 inches above ground to allow proper trimming and ensure perpetual care.

### Christmas Wreaths, Sprays, and Decorations

Christmas wreaths, sprays, and related decorations are permitted from Thanksgiving until 30 days after Christmas. Starting on January 25th all such items will be subject to removal without notice.

### Other Decorations

No fences, lights, ornaments, bird houses, wooden crosses, candles etc. are permitted.

# Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

## COLUMBARIUM OWNERSHIP AND INURNMENTS

### Nature and Extent of Rights Acquired.

A columbarium is a structure that houses cremated remains. A columbarium is divided into many 'niches', which are compartments where the cremated remains, contained in an urn or similar vessel, are placed. FEPC has one columbarium in its cemetery, erected and maintained by the church. As such, FEPC retains title to the columbarium as cemetery property.

Upon full payment of the purchase price for a columbarium niche, the purchaser acquires:

- the rights of inurnment for each niche purchased, subject to the policies and procedures of the cemetery
- a deed that certifies rights of inurnment
- perpetual care\* for all columbarium niches purchased

No inurnment will be permitted into a niche, nor any faceplate engraving performed, unless full payment is received.

*\*Perpetual care, which is included with the purchase of a burial lot or columbarium niche, shall be defined as basic cemetery maintenance. This shall include regular mowing, trimming, tree care, leaf mulching and removal, filling in sunken graves, preservation of the Columbarium structure, and maintenance of roadways, pathways, and patios belonging to the cemetery. However, the cemetery has the right to remove, and not replace, already existing trees, shrubs, and other plantings, that through growth, encroach on a lot owner's property, become unsightly, diseased or damaged, by accident, or weather. Perpetual care does not include the maintenance, repair, cleaning or replacement of any structures, or memorials, placed, or erected, upon grave spaces.*

### Descent and Inheritance of Inurnment Rights.

The purchasers of columbarium niches will be the only persons permitted to make decisions regarding the use of niche within the columbarium. The niche owners will be permitted to appoint up to two (2) representatives to act in a decision-making role should any or all the original decision-makers be deceased or become unable to make decisions regarding the columbarium niche.

In the absence of an appointed representative, an Inurnment into a columbarium niche by or of heirs, after the original parties named on the deed are deceased, requires the permission of all living heirs, in writing.

FEPC shall, in no way, be held responsible for failure to properly determine the legal successorship of the columbarium niche owner.

The heirs are entitled to the same use of the columbarium niche as the original owners and are bound by the same policies and procedures.

## **Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

### Resale of Inurnment Rights

A resale of Inurnment rights by a deedholder to a third party is not permitted, nor will FEPC recognize such a resale.

### Transfer of Inurnment Rights

Owners of deeds may transfer their inurnment rights to other eligible parties, if and only if they are the original owners of the deed, by presenting and returning the deed to the cemetery. No compensation will be given by the cemetery to the original owner for the return of the deed for purposes of transfer of inurnment rights. Payment for the replacement of an already engraved faceplate is required before a new deed will be issued to the transferee. Due to liability issues the cemetery will NOT transfer a deed to a third party if the deedholder is NOT the original owner.

### Repurchase of Inurnment Rights

If a deedholder wishes to return their inurnment rights back to FEPC Cemetery a donation of the niche to the cemetery is highly encouraged.

Deedholders may sell their inurnment rights back to the cemetery, if and only if they are the original owners of the deed, by presenting and returning the deed to the cemetery. The cemetery will NOT repurchase a deed from a deedholder who is NOT the original owner.

The amount that the church will pay per niche will be 1/3 of the selling price for a new niche (members price only) as published in the most current Cemetery Price Information Sheet, less any costs of replacing an already engraved faceplate.

### Payment for Columbarium Niche and Engravings

Payment for the right of inurnment in a columbarium niche must be made prior to any niche engraving or opening of the niche to receive cremains.

Charges for niche engravings are separate from and in addition to the price of the columbarium niche. Engraving fees will be charged every time new engravings are required on a niche faceplate, which includes the first set of engravings and all subsequent engravings.

### General Requirements for Inurnments

Inurnments in FEPC's columbarium are limited to the cremains of dead human beings.

Inurnments will be made only after a 'Record for Interment of Cremated Remains' has been filled out by a mortician or a family representative prior to the opening of a niche. Copies of this documentation shall be provided to the cemetery.

Information for all inurnments shall be communicated to the Cemetery Superintendent or the church administrative office, and all charges must be prepaid. Information given by telephone will be taken with care, but FEPC will not be responsible for errors arising or resulting from this procedure.

### Hours When Inurnments Are Permitted

Normal inurnment hours are defined as Monday through Saturday between the hours of 9:00 a.m. and 3:00 p.m. and Sunday between the hours of 12:00 p.m. and 3:00 p.m. Additional charges will be made for inurnments on Saturdays, Sundays, holidays, or Mondays through Fridays after 3:00 p.m.

# **Fairview Evangelical Presbyterian Church**

## **Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

### **Inurnments Per Niche and Urn Size**

A maximum of two (2) urns per columbarium niche are permissible, if the urns meet niche size requirements. Individual urns may have a height no larger than 10.5 inches. Round urns may have a diameter (width) no larger than 6 inches. Square urns may have a width no larger than 5.5 inches.

### **Communication of an Inurnment**

The person communicating with the Cemetery Superintendent or administrative office about a burial shall provide:

1. the niche owner's name, address, and all other information required on the cremains report.
2. the name of the deceased
3. date and place of birth of deceased
4. date and place of death
5. name and address of person responsible for disposition
6. name of funeral director (if applicable)
7. the date and time of the columbarium-side funeral inurnment
8. the identification of niche to be used.

Notice for opening of a niche must be given early enough to allow at least three (3) regular working days for the work to be completed.

### **Payment of Inurnment Fee**

Payment for all church cemetery services shall be required prior to the inurnment.

Advance payment for required inurnment services (i.e. pre-need) are not allowed at FEPC Cemetery.

### **Niche Re-Openings**

A re-opening of a niche to view previously inurned cremains will result in an opening and closing fee that is the same as for an inurnment.

### **Columbarium Decorations**

No decorations of any kind are permitted on the faceplates of the columbarium, around the base of the columbarium, or by the surrounding patio and walkway. This includes floral pieces, artificial flowers, baskets, boxes, pots, jars, cans, wires, bottles, etc. Plantings and excavations in the area surrounding the columbarium are strictly prohibited.

### **Cemetery Records**

The files located at FEPC's administrative office are to be considered the official records. Any discrepancy between the administrative files and the deed will be considered a clerical error. The Trustees of FEPC, as well the Cemetery Superintendent, reserve the right to recall, correct, and reissue the correct deed.

### **Errors**

The Cemetery Superintendent, as he/she deems proper, shall correct any errors made in inurnments, removals, or in the description, transfer, or conveyance of any inurnment property.

**Fairview Evangelical Presbyterian Church**  
**Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

## GENERAL PLATTING AND LANDSCAPING

### Boundaries, Roads, and Waterlines

The right to enlarge, reduce, re-plat or change the boundaries of the cemetery, or a section or sections thereof, from time to time, including the right to modify or change the locations of roads and drives, is hereby expressly reserved by FEPC. The right to lay, maintain and operate pipelines or gutters for water supply or drainage is also expressly reserved.

### Location of Documents

All cemetery maps, records, and other documents pertaining to the FEPC Cemetery are on file in the church administrative office.



# **Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

## REGULATIONS GOVERNING ACCESS AND CONDUCT

### Entrance Regulation

Access to the FEPC Cemetery shall be during daylight hours.

### Improper Conduct

FEPC Cemetery has been dedicated for the burial of the dead. Any behavior or conduct not in keeping with this purpose is expressly forbidden. No person shall injure, deface, take, or carry away from any grave or lot any monument, marker, tree, shrub, flower, ground or any other property or ornament in the Church Cemetery.

### Speed Limit

The speed limit within FEPC Cemetery is 10 miles per hour. Vehicles must stay on driveways while in the Church Cemetery.

### Animals

Horses, dogs, or any other type of pet or livestock are not permitted on the cemetery grounds.

### All-Terrain Vehicles (ATVs), Motorcycles, and Bicycles

All-terrain vehicles (ATVs) of a recreational type are not permitted in the cemetery. ATVs used for maintenance, professional suppliers, or are part of a funeral procession are permissible.

Motorcycles and bicycles are permitted but are subject to the same policies and procedures as motorized vehicles. Cutting corners and driving on the lawns are prohibited.

# Fairview Evangelical Presbyterian Church

## Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)

### MISCELLANEOUS

#### Office - Records

The official cemetery records are kept at the administration office of FEPC. The office is open Tuesdays through Friday from 9:00 a.m. until 3:00 p.m., except for holidays. All business pertaining to the cemetery should be transacted with the church office.

800 Fairview Road  
Glenmoore, PA 19343  
Phone: 610-942-2640  
FAX: 610-942-4406  
Email: [Office@Fairviewepc.org](mailto:Office@Fairviewepc.org)

The location of all graves is shown by maps and by a system of recorded measurements from fixed permanent landmarks. All maps and records are on file at the church office.

All owners of lots or spaces are requested to notify FEPC of any changes in their address.

#### Cemetery Superintendent

The Cemetery Superintendent, subject to the direction of the Trustees of FEPC, is responsible for enforcing the policies and procedures of the cemetery.

The Cemetery Superintendent may take such action as necessary to protect property, graves, lot owners, and the cemetery from injury, and to preserve the peace and good order and prevent injury to the appearance of the lots, graves, grounds and buildings.

#### Prices and Charges

The Trustees of FEPC may establish or amend by resolution the fees charged for any service within the cemetery and are subject to change without notice.

Prices and charges can be obtained at the administrative office of FEPC. Local Funeral Homes as well as Monument Companies shall be provided with current pricing and policy information.

#### Contractors and Outside Workers

Contractors and others having work in the cemetery must make their business known to the church office, cemetery superintendent, or church sexton before work is begun.

#### Disinterment

A disinterment must be managed by the Lot Owner or Representative. All fees and permits must be given to the church administrative office before disinterment is completed. The written order of the grave space owner, his legal representative, or an order from a competent authority in compliance with Pennsylvania law must also be given.

## **Fairview Evangelical Presbyterian Church Cemetery Operating Policies, Rules, and Regulations (Effective 5/1/2018)**

### [Liability of Cemetery](#)

FEPC Cemetery Personnel will, at all times, exercise diligence and reasonable care in the protection of the rights and property of the grave space and columbarium niche owners but shall not be liable for any damage or loss.

### [Alteration and Repeal of Policies and Procedures](#)

The Trustees of FEPC reserve the right to make, amend, and repeal the policies and procedures of the cemetery and to make exceptions thereto; but such exceptions shall not amend or repeal any policies or procedures.