

HAMILTON TOWNSHIP CEMETERY STANDARD OPERATING PROCEDURES

(Baker Cemetery; Hopkinsville Cemetery; Maineville Cemetery; Murdoch Cemetery)

SUBJECT: CEMETERY RULES and REGULATIONS	EFFECTIVE DATE: October 2, 2014
	CATEGORY: Administrative / Cemetery Management
APPROVAL: <i>By the Hamilton Township Trustee Board at their regularly scheduled meeting of October 1, 2014.</i>	S.O.P. # CEM-01
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I. SCOPE

This **CEMETERY RULES AND REGULATIONS POLICY** states a general administrative / cemetery management guideline for maintaining a level of care that our lot holders deserve within the cemeteries owned and cared for by Hamilton Township.

Cemeteries are operated by the Hamilton Township Board of Trustees under the direction of the Township Administrator (or designee). They are operated in conformance with the Laws of the State of Ohio, and in accordance with the appropriate principles of good conduct which the Trustees believe should govern the operation of the cemeteries. Cemetery records are maintained at the Hamilton Township Administration Building. Information and assistance regarding burials, deeds, transfers, etc. is available by calling 513-683-8520 or by email.

The Hamilton Township Cemeteries are NOT a permissible burial ground for animals or pets.

It is understood that Hamilton Township does not assume responsibility for the theft, disappearance or wildlife damage of any floral arrangement or other decoration and reserves the right to immediately remove any decoration which does not comply with our decoration regulation.

II. RULES and REGULATIONS

- A. Cemetery Visitation Hours
Sunrise to Sunset, unless otherwise marked.
- B. Grounds Flowers and Decorations:
 - a. All grave floral decorations are to be of fresh or artificial flowers only.
 - b. Cut or artificial flowers are permitted in appropriate permanent vases year round. (See Section II-B for details.)
 - c. The placement of American Flags and/or National Flags shall be permitted on graves of Veterans of the Armed Forces and will be treated as all decorations.
 - d. No flower pots or boxes will be permitted to be set on the lots, except for three (3) business days post burial interment.
 - e. No planting of flowers, trees, shrubs or bushes will be permitted on or around the grave lot.
 - f. Potted plants, glass or pottery containers and open flames are strictly prohibited.

- g. No wrought iron stands, shepherd's hook, figurines, stepping stones, gazing balls, wind chimes, fencing, decorative rock, ornamental flags, bird houses, toys, etc. allowed on grave lots.
- h. Wire or other materials are prohibited from holding decorations in place. (This is to prevent these items from being caught in equipment or being thrown from equipment and endangering our visitors or Township personnel.)

C. Monument Vases

Only the type of permanent vase is permissible, which, when not in use, may be inverted and sunk in the ground. It is recommended, vases should be placed inverted in the ground from November through March to prevent freezing and cracking.

D. Removal of Flowers and Decorations

All flowers and decorations will be removed and discarded at minimum one (1) time each month, approximately on the 15th day of each calendar month. It is to be noted that during grass cutting season, flowers and decorations may be removed each week should it be required to prevent items from being caught in equipment or being thrown from equipment and endangering visitors or Township personnel.

Hamilton Township is NOT responsible for the theft, disappearance or wildlife damage of any floral arrangement or other decoration and reserves the right to immediately remove any decoration which does not comply with our decoration regulations, as specified above.

III. MAINTENANCE AND ENFORCEMENT

Cemetery maintenance work may be performed only by Township employees or by duly authorized outside contractors.

All maintenance work will be performed under the supervision of the Road Supervisor under the direction of the Township Administrator.

Township personnel are charged with the responsibility of enforcing rules and regulations as established by the Hamilton Township Board of Trustee's.

IV. OWNERSHIP OF CEMETERY LOTS

Any lot owner may give permission by written order for the burial of other than his or her immediate family in his or her lot, but not for money or other consideration or profit.

Control of lots may be passed on to heirs of the deceased. However, for continuance of ownership, the heir that has possession of deed controls the use of the lot. The record maintained by Hamilton Township is binding at all times unless the Board of Trustee's determines otherwise.

Unused lots may be sold back to the Hamilton Township Trustee's at any time upon consent of the Board but only for the amount the lot was purchased for originally. The original deed is needed to sell lots back to the Township.

V. INTERMENT / BURIAL

All burials will require a concrete or steel burial vault. Flat lid vaults are not permitted.

All charges must be paid before interment and must be in the form of exact cash, money order, certified check, cashier's check or personal check. Charges are subject to change as deemed appropriate by order of the Board of Trustee's.