

# Hollis Cemetery Trustees

## Rules And Regulations

### I. RULES

- A. Cemetery Hours: The cemeteries will be open to visitors from sunrise to sunset. These hours will be posted at the entrance to each of the six Hollis cemeteries.
- B. Burials
  - 1. Burials will be permitted, except as noted in Section 3 below, at all times during the "Normal Summer Burial Period" of April 1<sup>st</sup> through November 30<sup>th</sup> of the calendar year.
  - 2. During the months of December through March, otherwise known as the "Winter Burial Period", parties may request permission from the Cemetery Trustees to allow burials during this time period, if they so desire, except as noted in Paragraph 3 below. These requests will be reviewed on an individual basis by the Cemetery Trustees and the Director of Public Works and every effort will be made to accommodate the wishes of the requesting parties. However, permission will be granted subject to weather conditions, the ability to locate and open gravesites and the availability of manpower and equipment required to perform the necessary operations. A separate fee schedule will apply which will reflect the extra costs incurred to conduct burials during this Winter Burial Period.
  - 3. There will be no burials on Sunday or any day observed as a Holiday by the Town of Hollis.
- C. No Vehicle shall be ridden or driven in any part of the cemeteries except upon avenues or roadways. All funeral processions while within the grounds will be subject to the direction of the Director of Public Works, or designee.
- D. Henceforth, in these Rules and Regulations, whenever Director of Public Works is referred to, it also includes designee.
- E. No person shall gather flowers, either wild or cultivated, on the premises, or remove, cut, break, or mark any tree, shrub or plant, or mark upon, deface, or injure any monument, rustic seat, or other structure on the grounds. (Exceptions are noted VIII – Landscaping).
- F. Firearms shall not be discharged in the Cemetery, except for salutes at military funerals.
- G. Any persons disturbing the quiet and good order of a cemetery by noise, fast driving or other improper or disorderly conduct, or who violates any of the rules, will be compelled to at once leave the grounds and such person will be dealt with as provided by law.

- H. No alcoholic beverages to be consumed on Cemetery grounds pursuant to Town Ordinance.
- I. All work done in any cemetery will be subject to supervision and/or approval by the Cemetery Trustees.

## **II. REGULATIONS**

- A. All graves shall measure four (4) feet by ten (10) feet, excepting the 2-grave Monument section of the East Cemetery measuring eight (8) feet x twelve (12) for a 2 grave lot.
- B. Graves shall be used for no other purpose than a place of burial for the human dead. Monuments, tablets or other memorial structures and all burials therein shall be under the supervision of the Director of Public Works.
- C. No more than four (4) graves shall be sold to an individual unless approved, in writing, by the Trustees.
- D. Payments for graves including perpetual care shall be made at the time of purchase. Checks should be made payable to: TOWN OF HOLLIS
- E. The owners of rights of burial, or their heirs, shall not grant, sell, alienate, or convey, the said exclusive right of burial to any person or persons without having first obtained the written approval and consent of the Cemetery Trustees. It shall be optional with the Trustees to grant or withhold such approval and consent.
- F. The Trustees will furnish to persons who desire to purchase rights of burial the Rules and Regulations, Cost Sheet, and respond to any specific questions.

## **III. BURIALS**

- A. Two infant burials per grave lot or one infant burial over full burial will be allowed.
- B. All subjects for burials including amputated limbs must be received in an enclosed, rigid container.
- C. All burials shall be enclosed in a cement vault, a metal vault or cemetery grave liner, except in infants or amputated limbs that require a container thirty (30) inches or less in length.
- D. No burial shall be made until the Director of Public Works has been furnished with a permit such as may be required by a Town Ordinance or by the laws of the State, together with an order from the owner of the right of burial in the lot in which the burial is to be made, or from the legal representative.
- E. No grave shall be opened for burial, removal, or inspection unless under the direction of the Director of Public Works. Removal shall be done at the discretion of the Director of Public Works.
- F. The burial fee, as established by the Trustees, shall be paid to the Town of Hollis. \* See attached cost sheet.

#### **IV. CREMATIONS**

- A. Each grave will permit two (2) cremations.
- B. In an existing grave where full burial has occurred, only one (1) cremation may be added.
- C. In an existing grave where an infant burial has occurred, one (1) cremation may be added.
- D. A burial fee shall be made for each cremation. \* See attached cost sheet.

#### **V. PERPETUAL CARE**

- A. All lots are under perpetual care.
- B. Perpetual care is limited to raking, mowing and seeding of lots when necessary.

#### **VI. MARKERS AND MONUMENTS**

- A. No monument, cenotaph, headstone or other structure may be erected or placed in the cemetery without proper foundation approved by the Director of Public Works.

With respect to markers, monuments, or other memorial structures, the following shall apply:

- 1. Single or two grave lots – flush markers only, except in designated two-grave Monument section of the East Cemetery, where a monument shall be allowed with a base not to exceed three (3) feet wide by one (1) foot deep, and the total height not to exceed three (3) feet.
  - 2. Each grave shall be allowed one (1) flush marker, not to exceed 2' 6" x 1' 0".
  - 3. On lots containing 4 or more graves a traditional monument shall be allowed with a base not to exceed five (5) feet wide by two (2) feet deep, and the total height not to exceed forty-two (42) inches.
  - 4. The second type of monument to be allowed on lots containing 4 or more graves is the Slab Monument; three (3) feet wide, eight (8) inches deep, and the total height not to exceed fifty-four (54) inches.
  - 5. All 4 grave lots must be purchased in an 8' x 20' configuration with the monument placed in the center. Any 4 grave lots purchased prior to November 15, 2000 are exempt from this requirement and the monument location will be determined by the Trustees.
  - 6. Artificial illumination within grave lots, including (but not limited to) the use of perpetual or eternal lamps and candles, is not allowed.
- B. All measurements, as specified, are maximum.

## **VII. LANDSCAPING**

- A. Requests for the planting of trees and shrubs must be in writing and mailed to the following address:

HOLLIS CEMETERY TRUSTEES  
7 Monument Square  
Hollis, NH 03049

- B. No trees or shrubs may be planted without the written consent of the Cemetery Trustees. No trees shall be planted on any grave.
- C. If any tree or shrub becomes detrimental to a lot, or to the Cemetery or grave because of branches, roots or otherwise, or is dangerous or inconvenient, the Trustees shall have both the duty and the right to remove any and all parts thereof.
- D. No fence or flowers shall be placed around the perimeter of any lot.
- E. Flowers should be placed at the memorial.
- F. All rubbish and waste resulting from this work will be removed by owners, their aides, or employees.
- G. If, as the result of work done, the good appearance of the cemetery is affected, the Trustees may put such lots in order at the expense of the owners.
- H. Shrubs shall be pruned semi-annually.
- I. The placing of small flags on graves is allowed, with the understanding that the groundkeepers have the right to remove them at a later date, if necessary.
- J. The placing of artificial flowers on graves will not be allowed.

## **VIII. RECORDS**

- A. The Trustees shall keep records for the orderly conduct of the cemetery affairs. Such records shall include, but are not limited to, those which will enable the Trustees and the Town to locate by name, age and date, every burial or removal and the exact location within each lot.

## **IX. ENFORCEMENT**

- A. The Director of Public Works is empowered and authorized by the Cemetery Trustees to enforce these Rules and Regulations. The Trustees have the authority to grant exceptions or change any of the preceding rules.

---

## COST LIST

Fees effective as of March 19, 2004

<b>LOT FEES:</b>			
	One grave lot		\$300.00
	Two grave lot		\$600.00
	Three grave lot		\$900.00
	Four grave lot		\$1200.00
	Two grave lot/Monument Section of East Cemetery		\$750.00
<b>BURIAL FEES:</b>			
	<b>Summer</b>		
	Monday-Friday	Full burial	\$350.00
		Infant burial	\$100.00
		Cremation	\$200.00
		Limb burial	\$75.00
		Disinterment	\$500.00
	Saturday	Full Burial	\$500.00
		Cremation	\$350.00
		Infant Burial	\$100.00
	<b>Winter</b>		
	Monday-Friday	Full burial	\$500.00
		Infant burial	\$250.00
		Cremation	\$350.00
		Limb Burial	\$225.00
		Disinterment	\$650.00
	Saturday	Full Burial	\$650.00
		Cremation	\$500.00
		Infant Burial	\$250.00

All burial fees to be paid to the Town of Hollis will be the responsibility of the Funeral Director.

**TWO DAYS NOTICE REQUIRED FOR ALL BURIALS**