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TOWN OF EAST HARTFORD
CEMETERY RULES
AND REGULATIONS

Center, Hillside, Hockanum,
Old South and Silver Lane



INTRODUCTION

Cemeteries, like homes and neighborhoods, can be beautiful and attractive, or cluttered and untidy. The appearance of our hallowed grounds depends, in part, on the cemetery regulations. Only with cooperation and adherence to the rules and with strict enforcement can we attain a peaceful and pastoral setting to honor our loved ones.

The Cemetery Advisory Committee has established these fair and reasonable regulations to protect the conscientious plot owner.

The regulations aim to make the cemeteries attractive and well-maintained without placing an unfair financial burden on citizens. Removal and disposal of decorations is an ever-increasing operating expense. The cost of mowing and trimming is greatly increased by decorations. Artificial decorations may also damage maintenance equipment.

Thousands of people visit our cemeteries yearly; hundreds daily. All visitors must cooperate to ensure that the cemetery environment is kept pristine and welcoming.



GENERAL RULES

1. The cemetery shall be open from sunrise to sunset.
2. Visitors shall respect the solemnity of the grounds and strictly observe the rules which have been established for the purpose of securing quiet and good order at all times.
3. The right of admittance to the grounds is restricted to adults and children accompanied by adults.
4. Picnic parties, persons with alcohol, firearms or dogs running at large are not allowed on any part of the grounds.
5. The grounds are to be entered only through existing, established entrances.
6. All persons are prohibited from defacing any memorial, damaging property within the cemetery.
7. Persons not members of a funeral party shall not loiter in the cemetery or intrude upon a funeral service.
8. The Cemetery Sexton or his/her agents may expel from the grounds or cause to be arrested any person violating any of these rules and regulations, or disturbing the sanctity of the grounds by improper conduct. All rules and regulations will be strictly enforced under the provisions and penalties of the law.
9. No right to the use of the cemetery may be acquired unless the lessee agrees to abide by the CEMETERY RULES AND REGULATIONS OF THE TOWN OF EAST HARTFORD.
10. A Cemetery Advisory Committee consisting of the Mayor's Administrative Assistant, Public Works Director, Cemetery Sexton and two East Hartford residents, appointed by the Mayor, will meet on an "as needed" basis to address cemetery matters. Concerned citizens can bring their recommendations, complaints, or other policy matters before the Committee at these meetings.

PLOT SALES

1. Sales of plots shall be by money order, bank or certified check. No cash or personal checks will be accepted.
2. Upon full payment of the purchase price, a deed will be executed and delivered to the purchaser. Each deed shall be subject to the rules and regulations adopted for the management of the cemetery as recorded in the town records and further be subject to such changes and alterations to the same as may hereafter be lawfully made by the Town of East Hartford and recorded in such records. This deed shall grant to the purchaser only the right to use the lot for burial purposes for himself, his family, his heirs and devisees and such friends as may be buried therein, without profit, gain, emolument or advantage to the purchaser or owner of the lot. No sale or transfer of a plot by any purchaser or owner will be allowed or be valid except upon the written consent of the Director of Public Works or his/her designee.
3. The purchase price of a plot includes perpetual care by the Town of East Hartford. The perpetual care of a plot includes regular mowing of the grass, trimming around monuments, raising and grading sunken graves and removal of unsightly decorations and plantings.
4. Where a plot is sold to two or more persons they shall take title as tenants in common.
5. Issuance of a deed only conveys the right to burial therein.
6. The cemetery shall be laid out in sections.
7. No fence, hedge, railing or coping will be allowed to enclose a plot. All boundaries between plots shall be uniform and provided by the Director of Public Works.
8. Only residents of East Hartford shall be entitled to purchase plots.
9. All single plots shall be 4x10 feet in size except at Silver Lane Cemetery when a continuous footing is included in the plot. Multiple graves at Silver Lane Cemetery may be 4x23 feet side by side and will conform to the surveyed cemetery layout.
10. Plots will be reserved for a prospective purchaser for a period not longer than thirty (30) days.
11. Certain single plots will be set aside for the use of burials of babies or cremated remains and these plots shall be 2x5 feet. Should the remains be moved, the plot may revert to the Town.
12. A fee schedule is posted on the Town of East Hartford website.



DECORATIONS

1. No shrubbery is permitted on individual plots. Existing shrubs will be removed by the Cemetery Sexton when they become overgrown and shall not be replaced. Decorations of any nature must be approved by the Cemetery Sexton prior to their installation. Approved decorations are limited to the following:
 - A. Potted live plants placed on or abutting the memorials which, when they cease to bloom, shall be removed.
 - B. Artificial plants and flowers may be used only in conjunction with the plot memorials either in containers provided for such use or attached by acceptable clips. As with potted live plants, artificial plants will be removed when they have deteriorated or faded.
2. The cutting of turf in any plot is prohibited. No plot grade shall be changed by spreading of fertilizer, ashes, stones or any other material.
3. Free standing concrete products, metal urns, glass jars, votive lights, name plates, pictures, balloons, bric-a-brac of any description and similar items are prohibited in the cemetery and will be removed.
4. There are two major clean ups at all cemeteries during the year when prohibited items will be removed. To facilitate this work, all decorations must be removed from the cemeteries before March 15th and October 15th.
5. Additionally, periodic cleanups occur 10-14 days following holidays or days of observance.

INTERMENTS

1. Only the remains of a human being may be interred in the cemetery.
2. All graves must be opened and closed under the supervision of the Cemetery Sexton. Interments or disinterments will be made only by the regular employees of the Cemetery.
3. Funeral processions upon entering the Cemetery shall be entirely under the control of the Cemetery Sexton or his/her assistants.
4. When funerals arrive too late to complete the interment before the close of the regular working day, the burial will be completed the same day at an extra charge.
5. Graves shall be not less than six inches from the border of the plot on either side and monuments be erected as plotted on the map in the Cemetery Office.
6. Notice shall be given on ordering a grave so as to allow at least eight working hours for opening.
7. Depth of all graves shall conform with the State of Connecticut regulations.
8. No grave shall be ordered opened for interment or disinterment on Sunday or Town recognized holidays, unless required for public health, or approved by the Board of Health.
9. A fee schedule is posted on the Town of East Hartford website.



MEMORIALS

1. One monument only will be allowed on a lot. Flush markers only will be used on a single grave and on a baby grave in the single lot sections. Corner stones are not permitted.
2. All grave markers shall conform with those already on a lot. If there are no markers, the flush type shall be used.
3. Notice of intention to set a monument shall be given at least one day in advance of the work.
4. Monument work in granite only will be permitted and must be at least 6" in thickness. The size of the monuments for Silver Lane Cemetery shall conform to the following table:

NUMBER OF SIDE BY SIDE PLOTS	BASE LENGTH	MAX. BASE WIDTH	MAX. HEIGHT ABOVE GRADE
1	3'	1' 4"	5'
2	5' 6"	1' 4"	5'
3	6'	1' 4"	5'
4	8'	1' 4"	5'

The size of the monuments in all other cemeteries shall adhere to the Standards in effect at the time of lot purchase and dimensions may not exceed those of any existing monuments in the cemetery in which the monument is to be erected.

5. Workers engaged in the erection of memorials, monuments, markers and vaults of any description shall be subject to the control of the Cemetery Sexton. Any workers failing to conform to this rule will not be allowed to continue his work.
6. Heavily laden trucks will not be allowed to enter the cemetery in wet weather or when, in the opinion of the Cemetery Sexton, the roads and lawns may be damaged.

7. No monument or other memorial may be brought into the cemetery without the Cemetery Sexton's approval. No monument work may be brought in on Saturdays, Sundays or general holidays or from December 15th to March 15th except when such delivery is approved by the Cemetery Sexton and the foundation has been previously installed.
8. Except for those plots at Silver Lane Cemetery where a continuous foundation of 1 foot 4 inches is available across the plot, the building of foundations shall be the responsibility of the dealer in memorials and installed according to cemetery regulations. All foundations shall be constructed to a depth of 32" and the width and length of the monument base.
9. After a monument has been installed, a dealer or plot owner wishing to remove same from the plot must first obtain permission from the Cemetery Sexton.
10. The lower base of all monuments must be dressed to a true level on the bottom so as to bear evenly at all points upon the foundation without the use of chips, sprawls or underpinnings. A bed of cement must be spread evenly over the top of the foundation and the base lowered onto it.
11. No chains or ropes may be attached to trees or other objects for the purpose of moving monuments.
12. Any damage to the cemetery by monument installers shall be their responsibility to repair.
13. These rules and regulations are subject to change at the discretion of the Cemetery Advisory Committee.

VETERANS MEMORIALS

1. Veteran memorial fields are located at Hillside and Silver Lane Cemeteries and are dedicated to and used for the burial of veterans and their spouses (limited to one spouse) of any war or campaign in which the United States participated. These tracts, as a part of Hillside and Silver Lane Cemeteries, are under the direct control and supervision of the Cemetery Advisory Committee and are governed by the following rules and regulations:
2. **WHO MAY BE INTERRED.** (a) Any person who served as a member in the Armed Forces of the United States during any of the wars or campaigns in which the United States participated and was a resident of the Town of East Hartford for a period of two years immediately prior to death, or at the discretion of the Cemetery Advisory Committee; or (b) Any person who served honorably as a member in the Armed Forces of any of the governments associated with the United States during any war and was a resident of the Town of East Hartford for a period of two years immediately prior to death, or at the discretion of the Cemetery Advisory Committee; or (c) The wife, or husband as in the case of the veteran referred to in the above sections (a or b), provided the veteran gives assurance in writing that he/she will eventually be buried in the adjacent grave.
3. **EVIDENCE OF RIGHT.** It is prerequisite that the deceased shall have been honorably discharged from the service. The provision to the Cemetery Sexton of proof of the honorable discharge of a deceased veteran will be sufficient authority to permit interment. In cases where the honorable discharge cannot be provided, sufficient information and guarantee as to eligibility must be provided by a responsible person or relative, which must be followed by material evidence. In any case the nearest of kin or other authorized person will fill out and sign such forms as will be furnished by the Cemetery Sexton.
4. **GRAVE RESERVATION.** Upon interment, the adjoining grave site will be reserved, provided: (a) notice of grave reservation shall be made once a year on or about May 30th; or (b) notification must be given within three years or ownership of the remaining plot will revert back to the Town of East Hartford to be used at its discretion.
5. There is a charge for a lot, grave space, and interment.
6. **HEADSTONES.** The standard headstone furnished by the State of Connecticut will be used for the veterans. The headstone for the spouse will match the one for the veteran.
7. **ORNAMENTATION.** The indiscriminate distribution of vases, plants or other obstructions or ornamentations according to fancy, is not in harmony with a military cemetery, where dignity, simplicity and uniformity of arrangements are the prevailing features. Planting of trees, shrubs or flowers is not permitted on any grave site. Cutting of the turf is not allowed. Potted plants are permitted on graves to the right of the monument so as to not block the inscription and shall be removed when no longer in bloom or faded.



TRAFFIC

1. Automobiles are allowed upon the roads as a privilege and not as an inherent right to ownership of a plot.
2. Automobiles shall not exceed a rate of speed greater than fifteen (15) miles per hour.
3. No vehicles will be permitted to turn around on the roads, but must continue around the section.
4. Any person who drives his vehicle or the wheels thereof on any lawns or border thereof, causing any damage, shall be required to pay the cost of repairing such damage.
5. All vehicles shall keep to the right hand side of the road and shall stop only with the right hand side of vehicle next to section.
6. Any person driving any vehicle upon meeting a funeral procession shall come to a standstill until the procession passes.
7. As traffic patterns for burials are set up in a one-way mode, parking on the grass is prohibited unless directed by the Cemetery Sexton.
8. Refuse receptacles are provided in the cemeteries and are to be used by the visiting public.



RULES REVIEW

The Department of Public Works seeks to maintain a serene and clean environment compatible with the standards established by the Cemetery Advisory Committee. Any plantings or decorations not in compliance are subject to immediate removal. Thank you for your cooperation.

Allowed on Flush Marker Graves

- Potted live plant or artificial flowers to the right of marker



Allowed on Upright Monument Graves

- Real and artificial flowers potted or in a holder
- Wreaths mounted on monument
- Evergreens placed in a flower box
- Easter decorations
- Religious candle on memorial base



Allowed on Veteran Graves

- Potted live plant or artificial flowers to the right of marker
- A United States flag



ALL ABOVE DECORATIONS WILL BE REMOVED:

- When flowers are expired or faded
- Twice annually during major clean ups
- If flowers impede maintenance or mowing

Flags

One flag per grave is permitted. Flags will be removed and properly disposed of when tattered/faded. Community groups may place American flag on the grave of veterans buried in designated veterans sections for the two week period surrounding Memorial Day.

Temporary Grave Markers

Temporary markers are supplied by the funeral home upon request of the family. They are not designed for long term use. It is sometimes necessary to remove them in order to care for the grounds. The Town of East Hartford is not responsible for lost or damaged markers.

Prohibited Items & Activities

To preserve the aesthetic beauty of the cemetery and ensure the safety of maintenance staff, items below are prohibited from all graves at all times and are subject to immediate removal and disposal without notification.

- Balloons
- Bric-a-brac
- Chimes
- Fencing
- Fertilizer
- Figurines
- Food/Beverages
- Garden Decorations
- Lights
- Glass Products
- Mulch
- Pinwheels
- Votive candles
- Tents or seating
- Postings

Cemetery Cleanups

Continuous cleanups, 10-14 days after holidays or days of observance. Prohibited items are removed as the items appear. In addition, there are two major clean-ups per year. Signs are posted 30 days in advance at cemeteries as notification.

- **March 15th** – In preparation for spring clean-up and the mowing season all prohibited items, potted plants, flower boxes and seasonal decorations will be removed.
- **October 15th** – In preparation for leaf removal and winter, all decorations, potted plants and flower boxes will be removed.

Initials _____ Date ___/___/___

Rules subject to change. Any conflict between adopted rules and those previously adopted shall be resolved in favor of the current rules.

 Cut along dotted line

Documentation of Rules Review

I have reviewed the rules for plantings and decorations. I understand that these rules are created to preserve the solemn and aesthetic beauty of the cemetery and to facilitate the regular and perpetual maintenance of lawns. I further understand that any non-compliance can and will result in items being removed and disposed of without notice.

BUYER: _____

SEXTON: _____

DATE: _____