



HELPING HAND CEMETERY CLUB

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CEMETERY REGULATIONS AND GUIDELINES

Cemetery	A tract of land used for burials
HHCC Cemetery	Refers to any cemetery owned, managed, or controlled by the Helping Hand Cemetery Club so named since 1913
Interment	The process by which human remains are buried.
Interred	The remains or cremains of humans who have been buried or entombed
Marker	A memorial of granite, marble, bronze or other approved material that does not extend pass paid plot
Monument	A memorial of granite, marble, bronze or other approved material that extends above the surface of the lawn
Burial Space	Refers to a cemetery plot intended for the interment of a human body, bodies, or remains
Board of Trustees	These are duly elected members of the cemetery board responsible for the operation of the cemetery.
Plot Owner	This refers to any person or persons owning or possessing a paid in full bill of sale.
HHCC Fund	These funds are the collective income to be spent for reasonable and practical care of the cemetery, including fence repair, mowing, raking and other required maintenance. It is the primary responsibility of the family of the deceased to maintain, repair or replace any specific memorial, monument or marker erected or placed upon a burial space.
Purchase Agreement	Bill of Sale or written contract between HHCC Board of Trustees and a private party for the purchase of burial space.

SECTION 1 ~ DEFINITIONS

SECTION 2 ~ SALE OF PLOTS

HHCC will set the fees for cemetery plots and services. Any person paying for a plot is entitled to a bill of sale or purchase agreement conveying that the plot fees have been paid in full.

SECTION 3 ~ CONDITIONS OF PLOT PURCHASE

All plot agreements are subject to reasonable rules and regulations as HHCC may adopt relative to the use of the cemetery.

No plot shall be used for any purpose other than the burial of human remains and the placing of approved marker/memorial as permitted by city ordinances or any additional regulation that the HHCC may provide.

SECTION 4 ~ HANDLING OF FUNDS

All money received from the sale of plots and other services must be paid to the HHCC.

No cemetery service shall be performed until verification of ownership is completed and all monies are received from the sale of the plot.

SECTION 5 ~ INTERMENTS

Authorization in writing from a plot owner must accompany all requests for permission to bury bodies of persons who are not members of the immediate family of the plot owner.

Heirs to paid plots must be stipulated by the plot owner in the purchase agreement.

No interment may be made in the cemetery unless all laws, ordinances, rules, and regulations regarding interments have been complied with and until purchase price of the plot and all burial fees are paid.

SECTION 6 ~ BURIAL VAULTS

All caskets must be encased in a permanent vault.

SECTION 7 ~ GRAVE RE-OPENING

Before a grave can be re-opened for the placement of an urn, a re-opening fee (1/2 of the plot fee) must be paid to HHCC. Only one urn can be placed with an existing vault. A maximum of two urns may be buried in one plot with no vault as long as an opening fee has been paid for the first urn and a re-opening fee has been paid for the second urn.

SECTION 8 ~ DISINTERMENT AND REMOVAL

Before any grave may be opened for disinterment, a permit from the county health officer shall be secured and submitted to HHCC with the required fee. This provision does not apply when a duly authorized public authority orders disinterment. HHCC assumes no liability for damage to any casket or vault in making the disinterment and removal.

SECTION 9 ~ TRANSFER OF PLOTS AND OWNERSHIP

Cemetery plots may be resold with the approval of HHCC and the submission of appropriate documents. A new contract will be issued.

- A) No person shall be considered as a rightful owner of any burial space unless they are in possession of a duly executed Bill of Sale. However, the records of the cemetery board shall be considered as final in determining ownership of any given burial space.
- B) A signed and notarized authorization from the rightful owner along with the original Bill of Sale must be submitted to HHCC before a new contract will be issued.
- C) It shall be the duty of a plot owner to notify the Board of Trustees of any change of address. Notice sent to the plot owner at the last address on file shall be sufficient and proper legal notice.
- D) Upon the passing of an owner of a burial space, the heirs or designees of such person shall file with the Board of Trustees full proof of ownership.

SECTION 10 ~ CONDUCT OF PERSONS IN THE CEMETERY

- A) No person may discharge any firearm within the cemetery grounds.
- B) No person may remove any object from any place in the cemetery or make any excavation without the written authorization of HHCC.
- C) No person may obstruct any driveway or path in the cemetery or in any way injure, deface, or destroy any structure, grave, flower, tree, or other entity in the cemetery.
- D) No person may drive any vehicle at a speed faster than a walk. Cars must remain on the driveway and are not allowed to drive across the cemetery grounds.

- E) No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.
- F) No person may enter or leave the cemetery except at the entrance/exit provided.
- G) No person may use the cemetery grounds or any road therein as a public thoroughfare, nor drive any vehicles through the cemetery ground.
- H) Children shall not be permitted to engage in play within cemetery grounds and children under ten (10) years of age shall not be admitted to the grounds unless accompanied by an adult, who shall be responsible for conduct while therein.
- I) With the exception of support animals, no animals are allowed in the cemetery.

SECTION 11 ~ MONUMENTS AND MARKERS

All monuments and markers shall be placed in the space allotted on the cemetery plot. No monument may be placed on a plot until the full purchase price of the plot has been paid.

Upon placement of an order for a monument, the lot owner or monument salesperson shall contact HHCC to identify the plot to be used and the appropriateness of the monument.

- A) Persons engaged in erecting monuments and other structures shall be responsible for proper design and layout of said monument or structure.
- B) Scattering of materials on adjoining lots or leaving materials on the ground longer than necessary is prohibited. Any damages occurring during the installation and/or placement must be repaired at the expense of the plot owner.

SECTION 12 ~ DECORATION OF PLOTS

The ground planting of flowers, plants, shrubs, or trees by the plot owner is not permitted. HHCC shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, objects or herbage of any kind.

- A) If decorations, in the judgment of cemetery officials, do not conform to standards maintained and policy adopted, HHCC shall have the authority to remove such items. Any existing trees, shrubs or plants that are currently on plots, should they die, shall not be replaced. These existing plants will be removed if they become a menace to other plots, pedestrians or if they create an unpleasant atmosphere or interrupts interments in adjoining plots.
- B) The placing of unsightly items, toys, metal designs, ornaments, chairs, settees, glass, wood or iron cases, and similar articles upon plots shall not be permitted. If such items are placed, HHCC shall have the authority to remove such items.

- C) All objects not described above including balloons, banners, food and beverages, knick-knacks, shepherd hooks, lanterns, stuffed animals, wind chimes, windmills, windsocks, and statuary not incorporated into a monument are prohibited and may be subject to immediate removal.
- D) HHCC reserves the right to remove all monuments, markers, flowers, plants, trees, decorations, or other similar things without liability to the owner whenever any of these objects become unsafe, unsightly, dangerous, detrimental, diseased or when they do not conform to the standards maintained or policies adopted by HHCC.
- E) Flowers and decorations in planters or pots or those attached as part of the marker or stone are allowed during certain times of the year, such as Memorial Day, Mother's Day, Easter, and Veteran's Day. Other decorations, not prohibited by other sections of the regulations shall be allowed to be placed on the grave site no sooner than (3) days prior to those stated days and will be allowed to remain no longer than three (3) days following those stated days. Decorations not removed during the allowed time will be removed and disposed of.
- F) Special ornamentation is allowed during funerals but must be removed within five (5) days. If these are not removed by that date, the ornamentation will be removed and disposed of and HHCC will not be liable for such loss.

SECTION 13 ~ HOURS

The cemetery is accessible to anyone every day, dawn to dusk, unless otherwise posted.

SECTION 14 ~ PENALTY

Any person violating any trespassing provision or engaging in destruction of cemetery property is guilty of a misdemeanor and subject to fines.

These regulations and guidelines may be amended by a simple majority of the HHCC members at a regular or special meeting of the membership and in compliance with State directives.

HELPING HAND CEMETERY CLUB (HHCC)

Board of Trustees

Revised May 2020

