

**TOWN OF BROOKS ~ BROOKS MEMORIAL CEMETERY**

**147 PRICE ROAD, BROOKS, GA 30205**

**Mailing address: P.O. Box 96, Brooks, GA 30205**

**Cemetery Policies and Procedures**

**Introduction**

It is the desire of the Town of Brooks to operate and maintain a cemetery that is a serene and beautiful final resting place for departed loved ones. It is our wish, out of common decency, respect for our loved ones, and our fellow man, that leads us to conclude that it is a sacred duty to respect and maintain the burial place of those that have gone on before us.

Although there are many lots within the cemetery that were deeded prior to the writing and adoption of these rules and regulations, no lot, no party and no Grantee shall be exempt from adhering to the rules, regulations, bylaws and policies of the Town of Brooks Cemetery.

Please contact Brooks Town Hall with any questions or concerns regarding the following Policies & Procedures.

**I. Conduct and Access**

- A. Access.** The Town of Brooks Cemetery is located at 147 Price Road. For your safety, we ask that access be limited to daylight hours.
- B. Conduct.** Cemetery grounds are sacred and devoted to the interment and repose of the deceased. Strict observance of decorum due such a place is required of all persons.
- C. Driving.** Vehicles must observe the one-way arrows through the cemetery and maintain a safe speed for conditions.
- D. Parking.** Parking is allowed in the designated parking areas at both ends of the cemetery. Parking along the inside (left hand side) of the drive is prohibited, as it

may damage headstones or sprinkler system. If you are unloading items, please park as far to the outside (right hand side) of drive as possible and allow ample room for other vehicles to pass.

- E. Motorcycles.** Only street legal motorcycles are permitted in the cemetery and are subject to the same driving and parking policies as all motorized vehicles. Recreational riding in the cemetery is not allowed.
- F. Animals.** Horses, dogs, or other types of pets or livestock are not permitted on the cemetery grounds. Exceptions to this are dogs used by the visually impaired.

## II. Burials

- A. Interment.** No interment shall take place until the cost of the plot is paid in full.
- B. Human Deceased.** Interments are limited to human deceased. No pets are permitted to be buried anywhere in the cemetery.
- C. Ordering a Grave Opening.** Please supply your funeral home with all lot information available. An employee of the Town of Brooks will properly mark the burial site. A minimum of 24 hours notice is required.
- D. Vaults.** A vault or concrete grave liner is required for all burials.
- E. Caskets & Urns.** Caskets should be made of steel, wood, fiberglass, or other structurally sound materials. Cremations are treated as a regular burial. A permanent urn and/or urn vault is required for placement in any plot; Urns should be made of plastic, metal or other material that can be sealed. THE SCATTERING OF CREMATED REMAINS OVER A PLOT OR ANY OTHER AREA WITHIN THE CEMETERY IS PROHIBITED.
- F. Disinterment or Exhumations.** Cemetery grounds are sacredly devoted to the interment or repose of the dead. In circumstances that make it necessary to disinter or remove remains from the cemetery, it shall be done in compliance with all local and state laws. The requestor shall schedule a consultation with a representative of the Town of Brooks to discuss the disinterment process and feasible plan. The requestor shall also provide proof of burial rights of the deceased.

**III. Headstones and Markers - It is required that all plots have a minimum of a**

**Marker/Headstone inscribed with name, date of birth and date of death of the deceased buried in said plot. A permanent marker must be placed on the grave within six (6) months of interment.**

- A. Temporary Grave Markers.** A temporary marker shall be placed on the grave by the funeral home immediately following the burial. A Town of Brooks employee must be notified before any permanent markers are placed.
- B. Headstones.** No markers or headstones of any kind may protrude above normal ground level on any lot (with the exception of a vase attachment). All headstones must be flat and made of metal, stone, cement or other durable material. All headstones within the cemetery are the personal property of the responsible heirs. Care and upkeep of markers is the sole responsibility of the owners.
- C. Size of Headstones or Markers.** Family or Companion-type memorials (double markers) shall not exceed forty-eight (48") inches in length, nor more than fourteen (14") inches in width. Individual stones (single markers) shall not exceed twenty-four (24") inches in length, nor more than fourteen (14") inches in width. All memorials shall be straight line rectangles or squares with four (4) right angle corners. Headstones/Markers Must be placed on concrete base. No markers shall be designed in such a fashion that it extends beyond lot boundaries or interferes with the future grave openings or cemetery maintenance equipment.
- D. Cremation Headstones or Markers.** Up to 4 cremated bodies may be buried on any double two-grave lot. Two (2) double markers, four (4) single markers or one (1) double marker and two (2) single markers are the maximum allowed per such lot.
- E. Inscriptions.** Inscriptions must include, but not be limited to, the name of the deceased, date of birth and date of death. No improper effigies or markers shall be permitted to be placed upon any plot. Any marker deemed improper shall be removed; if any cost is incurred, the burial right owner and/or family shall be liable.

#### **IV. Decorations and Flowers**

- A. Flowers on New Graves.** Family members should remove any special floral mementos or personal keepsakes at the conclusion of services. It is expected that all flowers and greenery be removed by family members from the grave site within ten (10) days of interment. Disposal must be in trash bins or bags; the Town of Brooks does not provide such containers. Any new gravesite left unattended for more than ten (10) days after interment will be cleaned without notice at the discretion of the Town of Brooks.
- B. Floral Containers.** All flowers must be in a container or attached to the headstone. Flowers in removable containers must be secured to prevent damage to mowing equipment or present a safety hazard to visitors.
- C. Decorations and Mementos.** No statuary, yard or lawn ornaments, or decorative item of any kind is permitted anywhere in the cemetery. Benches are not permitted unless approved by the Town of Brooks, which reserves the right to approve the type, style and placement of such bench. Benches donated to the Cemetery must be constructed of monument grade granite or marble approved by the Town of Brooks. Benches are permitted only along roadways with adequate spacing as designated by the Town of Brooks. (For the purposes of this item, the term "bench" is meant to include any and all seating devices, mechanisms, monuments or other permanent means of seating.)
- D. Floral Decorations.** Flowers, whether artificial or fresh, must be placed in a secured vase or container. Any floral decoration that interferes with lawn maintenance may be removed at the discretion of the Town of Brooks. Any floral or evergreen arrangement on any grave that is deemed to be dead, faded, out-of-season, tattered or otherwise unsightly will be disposed of without notice at the discretion of the Town of Brooks.
- E. Planting of Flowers, Trees, Shrubs, etc.** The cemetery prohibits the planting of any live plants (flowers, trees, shrubs, etc.), except appropriate grass or sod. Any plant found to be in violation of this provision may be removed without notice by the Town of Brooks.

## **V. Burial Rights, Privileges and Lot Information**

- A. Grave lots.** For use in this document, the term Grave Plot, refers to the actual burial area. The "standard" lot consists of space for burial of two (2) standard caskets, or one (1) standard casket and two (2) cremations, or four (4) cremations. Additional burial rights for each plot may be purchased (see V-B).
- B. Burial Rights.** Only permissive burial rights are sold. The Town of Brooks retains the title to cemetery property. Purchases of burial rights are subject to all ordinances and policies that govern the cemetery. A Declaration of Second Interment Rights will be issued to each purchaser after fees are paid in full. Additional burial rights may be purchased for cremations only; please contact the Town of Brooks for additional information.
- C. Descent and Inheritance of Burial Rights.** Upon the death of the owner, the burial rights descend to those named in the decedent's will or the heirs as designated by law (more information in Section VI - Resale, Transfer, Assignment).

## **VI. Resale, Transfer or Assignment**

- A. Transfer or Assignment.** The Owner of burial rights may, at any time, transfer or resell this right to another person. The Town may refuse to consent to a transfer or to an assignment if there is indebtedness due the Cemetery from the Owner so recorded in the records of the Cemetery or without proof of ownership. No burials shall take place or memorials placed on any grave that is not fully paid or ownership completely transferred (please see item VI, item G).
- B. Right of Succession.** The Owner of interment rights may dispose of same by will, subject to foregoing conditions. If the Owner dies intestate the interment rights will descend to his or her heirs according to the laws of descent.
- C. Division of Burial Rights.** The subdivision of interment rights is not allowed without

consent and knowledge of the Town of Brooks.

- D. Exclusions.** The lot Owner or the Owner's legal representative may at any time designate in writing to the Town of Brooks/Cemetery Management who the Owner does or does not wish to be buried in the Owner's lot or grave. Such notice shall be notarized by a Notary Public. Such designation may not be changed by subsequent Owners/Family Members.
- E. Power of Attorney.** Power of Attorney to act for the Owner must be recorded at the Town of Brooks offices to become operative.
- F. Resale of Burial Rights.** It is NOT the Town of Brooks policy to re-purchase any unused/unwanted burial rights. Owners may resell rights at their own discretion. Division of interment space is not permissible if there are interments in the lot, unless agreed upon by purchaser. No "For Sale" signs are allowed on plots; no advertisements in any form will be allowed on Town/Cemetery property. The Town of Brooks reserves the right to remove any such signs, advertisements, etc.
- G. Cemetery Deeds.** No transfer or assignment of any plot, or interest therein, shall be valid until evidence thereof is provided to the Town of Brooks and the change of Ownership is recorded in the Town's cemetery records. This procedure is required in order that the Town of Brooks Cemetery may, at all times, have a complete and accurate record of all Owners. Transfer of Ownership forms are available at Town Hall.
- H. Recording Fee.** The Cemetery will charge a recording fee of \$25.00 for all change of Ownership recordings.

## **VII. Miscellaneous Policies**

- A. Cemetery Supervision.** All work in the Brooks Cemetery, including but not limited to interment, disinterment, landscaping, placement of markers, maintenance, etc., shall be approved, performed or performed under the

supervision of a town employee.

- B. Contractor Responsibilities.** Any private contractors or workers must speak with a town employee before work is started. Work of any description must cease while a funeral or interment is being conducted; all trucks and workmen will withdraw to a reasonable distance from the service.
- C. Cemetery Records.** The official cemetery records and maps are kept in the Town offices.
- D. Cemetery Grounds.** While it is of utmost importance that a certain decorum be observed upon cemetery grounds, we do welcome walkers and joggers to enjoy the serenity of the area. Please, no peddling or soliciting on cemetery grounds, as well as, no placing signs, notices or advertisements of any kind within the cemetery. No consuming or possession of alcoholic beverages or other drugs. No firearms are allowed except by military escort, accompanying a veteran's funeral or attending memorial services.
- E. Liability of Cemetery/Town of Brooks.** The Town of Brooks will, at all times, exercise diligence and reasonable care in the protection of the cemetery and the rights of the individual lot owners, however, the Town of Brooks is not responsible or liable for any damages or loss to personal property.

#### **VIII. Disclaimer Policy**

The Town of Brooks can only be as accurate as the information we are given. Some records from the time this cemetery was started are not complete. If any information we have concerning your loved-one(s) is inaccurate, please contact Brooks Town Hall. The Town of Brooks cannot be responsible for any remains placed here without our knowledge.

The Town of Brooks staff **must** be informed and present for any burials that

take place. It is illegal to place remains in this cemetery without the knowledge, consent, or presence of a Town of Brooks employee.

Thank you for your cooperation in keeping the cemetery safe and beautiful.

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