

## BROOKS MEMORIAL CEMETERY POLICIES AND PROCEDURES

Policies and procedures adopted by Brooks Town Council on March 15, 1999, as amended periodically by unanimous decision of Brooks Town Council.

### I. MARKERS/GRAVE DECORATIONS

- A. No markers of any kind in any wise protruding above normal ground level are permitted on any lot. All markers shall be of flat design, of enduring bronze, granite or marble, and securely set flush with the ground.
- B. Family-type or companion-type memorials (double markers) shall not exceed forty-eight (48") inches in length, nor more than fourteen (14") inches in width. Individual markers (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 right angle comers.
- C. No benches are permitted unless approved by the Cemetery Committee, which reserves the right to approve the type and style of such bench, and to determine its location in the cemetery. For purposes of this item, the term "bench" is meant to include any and all seating devices, mechanisms, monuments, or other means of seating. No statuary, yard or lawn ornaments, or any decorative item of any kind or sort is permitted anywhere in the cemetery.
- D. It is recognized that many grave markers available for purchase contain urns or vases that are, when empty, able to be inserted into the marker so that a completely flat appearance results for the marker's surface. No other urns, vases, planters, or other containers of any description will be permitted unless approved by the Cemetery Committee. Under no circumstances shall any other item of any kind or sort be permitted anywhere in the cemetery.
- E. Except for a period not to exceed ten (10) days after interment (see Section IV, items A and B); no two-grave lot with a companion marker (double marker) may contain more than one (1) seasonally-appropriate floral or evergreen arrangement of any sort at any time. Two-grave lots with two individual markers (single markers) may contain one such arrangement per grave marker. Cremation lots (see Section V, item C and Exhibit 1) may have one seasonally-appropriate floral or evergreen arrangement per grave marker.
- F. No live plant of any sort (other than appropriate centipede, zoysia, or bermuda sod on grave lots) may be planted in the ground anywhere in the cemetery. Any plant found to be in violation of this provision may be removed, without notice, by any cemetery employee or Cemetery Committee member.
- G. Underlying the items in Section I, A-F, above, is the understanding that has been in place since the cemetery was founded in 1959: NO CEMETERY LOT SURFACE MAY EVER (EXCEPT FOR A TEN-DAY PERIOD AFTER AN INTERNMENT) CONTAIN ANY ITEMS OTHER THAN AN APPROPRIATE MARKER AND A SINGLE, SEASONALLY- APPROPRIATE FLORAL OR EVERGREEN ARRANGEMENT.

## II. GRAVE LOT PRICES

- A. Effective April 1, 1999, the selling price for a two-grave lot will be \$500.00. It is recognized that the Cemetery Committee may from time to time make recommendations to the Brooks Town Council about lot price levels, and that such price level changes may be approved. Any such price level changes will be deemed to be incorporated by reference in this section of these policies and procedures. (Amendment: on 1/1/2004, the price was changed to \$1,000 per two-grave lot) (Amendment: on 09/01/2013, the price was changed to \$3,000 per two-grave lot)
- B. Payment terms
  - 1.1 The Town of Brooks encourages payment in full at the time the lot or lots are purchased.
  - 1.2 Lot purchase prices may be paid in equal successive monthly payments over a period not to exceed two (2) years. Payments are due by the last day of each month of such two-year period, and no interest will accrue during such period. If more than one monthly payment is late or missed during the period, the entire remaining balance must be paid within six months of the missed or late payments, or the buyer will forfeit the amount paid-in prior to the missed or late payment.
  - 1.3 Persons who have partially paid for lots at any previous price level will not be subject to any price increase, provided that regular monthly payments as set forth in Section II(B)(2), above, are made until the balance is paid in full.
- C. No burial will be allowed on any lot until the full purchase price of said lot has been paid, irrespective of the balance or how much time may remain under any payment arrangement made under Section II, B above.

## III. GRAVE LOT QUANTITIES

- A. Any person, family group, corporation, partnership, or any other entity or related group of persons and/or entities seeking to purchase more than ten (10) two-grave lots within any twelve (12) month period must obtain approval of a majority of the Cemetery Committee.

## IV. FLOWER AND SOIL DISPOSAL

- A. No flower deposit is required. It is expected that all flowers and greenery be removed by family members from grave site within ten (10) days of interment. Disposal of such refuse must be in trash bins or other appropriate containers. Neither Brooks Memorial Cemetery nor the Town of Brooks provides disposal containers for these purposes.
- B. Any new gravesite left unattended for more than ten (10) days after interment will be cleaned without notice at the discretion of any Cemetery Committee member, as cemetery policies and procedures in Section I prohibit more than one (1) floral or evergreen arrangement per appropriate grave marker at all times except for this ten (10) day period after an interment.

- C. 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 any Cemetery Committee member. Any other item not specifically approved by the Cemetery Committee which is found at or near any gravesite, or anywhere in the cemetery will be removed without notice at the discretion of any member of the Cemetery Committee.
- D. Excess soil from any grave must be disposed offing an appropriate manner. In no event is any such excess soil to be dumped or otherwise disposed of in any body of water, in any ditch, culvert, or other drainage medium. No such excess soil is to be dumped or otherwise disposed of within the Brooks town limits, except as may be privately contracted between the grave-digging service and any landowner.

#### V. CREMATION LOTS

- A. It is recognized the cemetery was organized in a day when cremations were rare, and when conventional vault and casket burials were the norm. The terms "double lot" and "two-grave lot" as used in this document refer to the maximum number of bodies that may be buried by conventional burial on any such lot.
- B. If a two-grave lot contains one body which has been buried conventionally, only one other body may be buried on such lot, irrespective of whether the second body has been cremated or is to be buried conventionally.
- C. Up to four cremated bodies may be buried on any "two-grave lot" which does not contain a conventionally buried body. Two double markers, four single markers, or one double marker and up to two single markers are the maximum allowed per such lot. Cemetery employees are hereby empowered to determine the burial and marker layout on each such lot, within the general expectation that a double marker (or two single markers) will be placed across the top portion of any such lot (as in a conventional burial); and that a second double marker (or two singles) may be placed parallel to the first, and centered along the width of the lot. (See diagram attached as Exhibit 1, such exhibit being incorporated herein by reference.)

#### V. PETS

No *pets* of any sort are permitted to be buried anywhere in the cemetery. Furthermore, no live pets are permitted to be in the cemetery at any time, irrespective of whether or not such pets are leashed.

#### VI. APPEALS

- A. Any appeal relating to cemetery matters must first be addressed to the chairman of the Cemetery Committee, who may, at his discretion, call a committee meeting or meetings to discuss the appeal request and to make recommendations thereon. All such recommendations by the Cemetery Committee or its chairman will be reported to the Brooks Town Council, which has the ultimate authority to decide upon such matters.