

**ADMINISTRATIVE POLICY 13-1 PURCHASING/RESERVING PRACTICES OF GRAVE SPACES**

**DISTRIBUTION:** All departments

**SUBJECT:** Purchasing and reserving grave spaces located within Greenhill Cemetery.

**PURPOSE:** To establish clarification and properly carry out the procedures of purchasing or reserving grave spaces at Greenhill Cemetery.

**BACKGROUND:** This policy is intended to be used as a guideline and is to help insure that the cemetery superintendent as well as staff uses continuous practices while selling or reserving the rights of burial (*referred to as grave spaces*) within Greenhill Cemetery. This policy is in no way connected to the fees referred to in "Appendix A" concerning the fee schedule for Greenhill Cemetery.

**POLICY/PROCEDURES:**

**I. Responsibilities:**

A. The cemetery superintendent is to be considered the responsible party for the conveyance of these procedures to those interested parties involved in the action of procuring cemetery grave spaces.

B. The cemetery superintendent is to make staff aware of these procedures in order to more accommodate those individuals that they may encounter while performing their duties in the work place.

**II. Purchases:**

A. All purchases of grave spaces shall be paid in full. At no time shall a partial payment or percentage thereof be accepted towards the acquisition of cemetery spaces or any other fees involved with said grave space.

B. Licensed funeral directors or a representative acting on their behalf shall be allowed to include the expense of the grave space(s) along with opening/closing costs in their charge for a funeral. In this instance payment of all expenses shall be collected from the funeral director within ten (10) business days of burial or initial contact if grave space is to be used at a later date.

C. All grave spaces purchased are to be entered into cemetery records, at which time a deed that is to convey the purchasers' rights of burial is to be completed and delivered to the city clerks' office. Any and all instructions or requests concerning the grave space(s) purchased are to be noted and entered in to records at the cemetery office at that time.

D. In the case of multiple grave spaces purchased, it is the responsibility of the purchaser to identify the names of individuals intended for each grave space and assign a space number for

that individual. This is to be entered in to cemetery records at that time in the appropriate locations.

### III. Reserving grave spaces:

In some instances it may be appropriate to allow individuals the opportunity to reserve an agreed amount of grave spaces in order to allow them ample time to acquire funding for said purchase. The procedure for doing so should be as follows.


- A. No grave space should be reserved without recording it in the cemetery records.
- B. Grave spaces shall be reserved for no more than ninety (90) days from the date of purchase of at the least, one grave space.
- C. In the case of multiple grave spaces desired for purchase, each purchase will extend the 90 day rule from the date of the last purchase.
- D. In the instance that fees change while spaces have been reserved for purchase, the purchaser shall be required to pay the current fee for the remainder of any and all spaces.

**REFERENCES:** None


**RESPONCIBLE DEPARTMENT:** Greenhill Cemetery

**EFFECTIVE:** This policy is in effect from the date of issuance until amended or rescinded.

Dated this 6<sup>th</sup> day of September, 2011

  
Greg Buckley, City Manager

Approved as to form and legality this 6<sup>th</sup> day of Sept, 2011

  
John Vincent, City Attorney