

EXHIBIT "A"

**RULES AND REGULATIONS
FOR
SALEM MUNICIPAL CEMETERY**

INTRODUCTION

The Salem City Municipal Cemetery is governed by the Salem City Council and Superintendent of Salem Cemetery. The office of the superintendent is located at the City Office, 30 West 100 South. All information regarding records, purchasing, procedures and regulations are located there.

It is the intent of the Salem City Council and Superintendent of Cemeteries that the Salem City Cemetery continue to be a quiet and beautiful resting place for departed loved ones. The purposes of this pamphlet are to inform the general public of the rules and regulations governing the management of the cemeteries so that they can assist in this endeavor.

LOT OWNERSHIP AND PRIVILEGES

a. Nature and Extent of Rights Acquired:

Upon the purchase of a lot, the purchaser acquires the right of burial in said lot, subject to the rules and regulations of the cemetery.

b. Purchase Contracts:

Lots may be purchased on an installment plan for residents only if proper arrangements are made. No interment is permitted in, or marker allowed on any lot not fully paid for except by special consent of the cemetery superintendent. In the event such consent is given, any and all interments placed in, or markers placed on, said property shall be considered temporary until such property is fully paid for. Failure on the part of the purchaser to fulfill his contract gives the cemetery superintendent the right, at his option, to remove the remains on said lot.

c. Inheritance of Burial Rights:

Upon the death of a lot owner or purchaser, the cemetery superintendent shall determine heirship and successorship unless an affidavit or heirship, together with the power appointing one of the heirs to represent all or a certified copy of the decree of distribution of the estate of the deceased lot owner or purchaser, is first filed with the cemetery department. Salem City Corporation is not responsible for failure to properly determine the legal successorship of a lot owner or purchaser. The heirs are entitled to the same use of the lot as the

- original owner and are bound by the same rules and regulations.
- d. No more than four (4) plots may be purchased by a family, unless special permission is given by the cemetery superintendent.
 - e. Plots may not be purchased by residents for non-residents. If a lot is transferred within 10 years, from a resident to non-resident, a \$450 processing fee will be charged for transferring deeds. Deeds transferred from resident to resident will be assessed a \$25 processing fee.

BURIALS

a. General Requirements:

Interments are limited to human dead. Interments will be made only upon the written order of the lot owner or his/her representative. Directions for all interments must be given and all charges prepaid at the administrative office of the cemetery. Information given by telephone will be taken but Salem City Corporation is not responsible for errors resulting from this procedure and all such orders must be confirmed in writing.

Notice for opening a grave must be given at least 24 working hours in advance of the burial. When instruction regarding the location of a grave on a lot cannot be obtained, or for any reason the grave cannot be opened where specified, the superintendent may open a grave in such location on the lot as he/she deems best and proper. Salem City Corporation is not responsible for mistakes occasioned by the lack of precise and proper instructions.

No interment is permitted, or remains received, unless the proper certificate or permit is furnished. Remains sent from other cities must be accompanied by a similar permit.

It is unlawful for any person to bury the body of a deceased person in any structure above the ground in the City cemetery.

b. Duties of Funeral Directors:

Funeral directors must arrange for the funeral procession to leave the cemetery before dark. Funeral directors are also responsible for the faithful observance of all rules and regulations concerning funerals and burials.

c. Excavating and Restoring Graves:

No grave shall be opened, filled, refilled, sodded, or stones set except by the sexton, cemetery employees, or monument personnel.

d. Restriction:

The remains of one body are allowed in a single casket except a parent with their infant child, or two children buried together. Not more than one casket is allowed in a grave unless so provided in the contract or by approval from the cemetery superintendent.

e. Errors:

The cemetery superintendent, as he deems proper, shall correct any errors made in interments, disinterments, or removals, or in the description, transfer, or conveyance of any interment property.

f. Vaults Required:

It shall be unlawful for any person to be buried in the cemetery unless the casket is placed in a city approved vault made of concrete or other similar material approved by Salem City. An exception to the above-stated law shall be those individuals who are cremated, in such instances, the design and construction of the burial vault shall be approved by the City.

DECORATION OF GRAVES

a. Flowers and Floral Arrangements:

Floral arrangements will be removed without notice when they become unsightly. Lot owners desiring to retain these arrangements must remove them within one week of interment.

b. Flower containers:

Adjustable receptacles of a type approved by the cemetery superintendent may be used to hold flowers. Except on holidays, baskets, boxes, pots, jars, cans, bottles, or any other receptacle will be removed.

c. Artificial Flowers:

Artificial flowers and grave decorations are permitted from November 2nd to March 31st and on holidays.

d. Holiday Decorations:

All holiday decorations will be removed seven days after a holiday.

e. Freshly Cut Flowers:

Freshly cut flowers are permitted in a sunken vase anytime.

f. Planting and Landscaping:

No Planting or disturbing sod within the cemeteries permitted without approval of the cemetery superintendent

MARKERS & MONUMENTS

a. Monuments:

The city must be notified before any monument/marker is placed in the Salem City cemetery.

b. Grave Markers:

Only one grave marker is permitted per grave. This marker will be placed at the head of the grave. To avoid possible misunderstandings, proposed monuments and markers should be approved by the cemetery superintendent. In order to prevent the breaking of markers and to provide more safety to cemetery employees and visitors, all headstones must be securely fastened to the base and approved by the City.

If a grave marker or monument needs to be removed for a burial. The family will need to make arrangements to have the marker/monument moved.

Salem City is not responsible for any damage that maybe caused to the markers.

GENERAL SURVEYING CHANGES

a. Boundaries, Roads, and Waterlines:

The rights to enlarge, reduce, re-plat, or change the boundaries of the cemetery and the right to lay, maintain, and operate pipelines or gutters for water supply or drainage is reserved to the cemetery superintendent.

b. Location of Documents:

All maps records, and other documents pertaining to Salem Cemetery is on file at the City Office.

PERPETUAL CARE

Perpetual care is the general care and maintenance necessitated by the natural

growth and development of the cemetery. It includes planting, trimming, watering and care of lawns, maintenance offences, roadways, walks, and buildings, care of trees, shrubs, and flowers planted by cemetery personnel. Perpetual care does not provide for maintenance of monuments, markers, or flower vases.

RIGHTS AND CONDUCT OF VISITORS

a. Entrance Regulation:

Access to Salem Cemetery is restricted to daylight hours.

b. Improper Conduct:

Improper conduct will not be permitted on cemetery grounds.

c. Loss or Damage:

Salem City disclaims all responsibility for loss or damage suffered by cemetery visitors.

d. Speed Limit:

The speed limit within Salem City Cemetery is 10 miles per hour.

e. Animals:

Horses and dogs are not permitted on cemetery grounds.

f. Motorcycles and Bicycles:

Motorcycles and bicycles will not be admitted to the cemeteries unless they are part of a funeral procession.

MISCELLANEOUS

a. Cemetery Office Records:

The cemetery office is open during regular city office hours. The location of all graves is shown on maps and by a system of recorded measurements which are on file at the office; Lot owners should notify the cemetery office of any change of address.

b. Powers of Superintendent:

The cemetery superintendent, subject to the direction of the City, is responsible for enforcing the rules and regulations of the cemetery.

c. Special Projects Employees:

Contractors and other performing work in the cemetery must make their business known to the superintendent and receive a permit before work is begun.

d. Disinterments:

Disinterments may be made at reasonable times either at the discretion of the superintendent, written order of the lot owner or his legal representative, or in compliance with the law.

e. Fees:

Prices of lots are available at the city offices and are subject to change without notice.

f. Veteran Memorial:

The Veteran Memorial is in place to honor those who have served our county and have passed away. The names engraved on the memorial are for the Veteran's whose remains are buried in the Salem City Cemetery.

g. Amending of Rules and Regulations:

The Salem City Council retains the right, without notice, to make, amend, or repeal cemetery rules and regulations.