

NORWICH UNIVERSITY CEMETERY ASSOCIATION



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UNIVERSITY



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EVERY TOMORROW · A VISION OF HOPE

OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS

158 Harmon Drive, Northfield, VT 05663-1035 • office: (802) 485-2301 • www.norwich.edu

NUCA Rules & Regulations 11.1.23



NORWICH UNIVERSITY CEMETERY ASSOCIATION

Rules and Regulations

November 1, 2023

For the mutual protection of lot owners and the cemetery as a whole, the following rules and regulations have been adopted by the Norwich University Cemetery Association (NUCA) as the rules and regulations of its cemetery. All lot owners and visitors within the cemetery and all lots sold shall be subject to said rules and regulations, and subject further to such other rules and regulations, amendments or alterations as shall be adopted by the NUCA from time to time. Reference to these rules and regulations in the deed to a lot shall have the same force and effect as if set forth in full therein.

SECTION I. INTERMENTS AND MEMORIALS

1. **CREMATION LOT.** The term cremation lot shall apply to a space of 36" x 36" sufficient size to accommodate two cremains.
 - a) Interment: up to two cremains.
 - b) Memorial Type: (1) granite marker 24" x 12" x 4" or (1) government bronze marker 24" x 12" mounted on a granite base 28" x 16" x 4".
2. **SINGLE LOT.** The term single lot shall apply to a space 42" x 120".
 - a) Interment: (1) casket and (1) cremains or (2) cremains.
 - b) Memorial Type: (2) granite markers 24" x 12" x 4" or (2) government bronze markers 24" x 12" mounted on granite base 28"x 16" x 4" or (1) granite marker and (1) upright granite memorial tablet on a granite base. The tablet can be up to 30" long x 8" thick and up to 36" tall. The granite base should extend a minimum of 3" on all sides from the tablet but no longer than 36".
3. **DOUBLE LOT.** The term double lot shall apply to space 84" x 120".
 - a) Interment: (2) caskets and (2) cremains or (4) cremains.
 - b) Memorial Type: (1) upright granite memorial tablet on a granite base. The tablet can be up to 60" long x 8" thick and up to 36" tall. The granite base should extend a minimum of 3" on all sides from the tablet but no longer than 72", and up to (4) granite markers 24" x 12"x 4 or (4) government bronze markers 24" x 12" mounted on a granite base of 28" x 16" x 4".

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4. **FAMILY LOT.** The term family lot consists of (4) or more single lots of 42" x 120".
 - a) Interment: (1) casket and (1) cremains or (2) cremains per each single lot.
 - b) Memorial Type: (1) upright granite memorial tablet on a granite base. The tablet can be up to 84" long by 8" thick and up to 36" tall. The granite base should extend a minimum of 3" on all sides from the tablet but no longer than 104" long. The number of granite markers are limited to two per single lot.
5. **MEMORIAL BENCH.** A memorial bench is a granite seat with (2) legs to be used only to memorialize a member of the Norwich community. These benches will be placed in designated locations per the Norwich University Master Plan which must be purchased through the NUCA and must comply with the regulations defined below:
 - a) Seat – The finish will be polished on top with smooth and sanded sides. Lettering will include up to 40 characters and will be allowed on the front and back only and will read:

IN MEMORY OF (NAME) CLASS OF

- a) (0000). Other inscriptions will be subject to NUCA Board approval.

Length: 3' 6"

Depth: 1' 2"

Height: 0' 4"

- b) Legs – The finish will be smooth and sanded on all exposed sides.

Length: 0' 4"

Depth: 1' 0"

Height: 1' 2"

6. **MEMORIAL TREE MARKER:** A Memorial Tree Marker is a 12" x 12" x 4" granite marker placed by a designated tree of the donor's choice and will have a maximum of 35 characters.



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SECTION II. DEFINITIONS & INTERMENT POLICY

GRANITE. The term granite refers to Vermont gray granite; only Vermont gray “Granite” is permitted in the Norwich University Cemetery.

DEED. The term “Deed” shall apply to the original conveyance given by the cemetery to the original purchaser.

ASSOCIATION. Refers to Norwich University Cemetery Association (NUCA).

MANAGEMENT. And/or Development Liaison. All funerals on entering the cemetery shall be under the charge of the Management.

SERVICE FACILITATOR. Kingston Funeral Home, Northfield, Vermont. If Kingston Funeral Home discontinues its funeral service or does not perform satisfactorily the duties required by these Rules and Regulations, or for whatever reason does not continue the Service Facilitator’s functions, the Board of Directors of the Association will appoint a suitable replacement.

Interments will be scheduled by the Management. Interments will not be scheduled on national holidays or during snow and mud season (November 15 through May 15).

1. Interment will be limited to human remains of those associated with Norwich University and Vermont College as follows:
 - a) Alumni including non-graduates
 - b) Employees who have or had served the University ten years or more
 - c) Trustees, including past and present members
 - d) Board of Fellows, including past and present members
 - e) Friends (persons who have shown a special interest in and concern for the welfare of Norwich University)
 - f) Spouses and children (natural or adopted) and immediate family of a) through above (spouses includes former, present, widows or widowers)

2. The Cemetery Management will designate available lots for purchase on an annual basis.
3. All charges for interment, including opening and closing fees or services in connection therewith, shall be paid to the cemetery through the Service Facilitator or Management. An additional fee will be added to the regular interment charge for interments on Saturdays, Sundays and holidays.
4. Disinterments will be permitted only in circumstances where the next of kin furnishes cogent reasons in writing therefore and are permitted by law, or the disinterment is directed by a court order.
5. All orders for interments must be by permission of the owner of the lot or his/her legal representative.
6. Interment locations shall be designated by NUCA in accordance with the cemetery’s map. The NUCA reserves the right to make the interment in a location designated by the cemetery Management.
7. All caskets must be made in outside containers (vault) made of reinforced concrete or similar material. All such containers must be so made and installed as to meet specifications established by the Management. Outside containers may be procured only through the Service Facilitator.
8. Arrangements for the payment of any and all indebtedness owing to the cemetery must be made before interment will be made.
9. Besides being subject to these rules and regulations, all interments, disinterments, and removals are made subject to the orders and laws of the properly constituted public authorities.
10. The cemetery will not be liable for the interment permit nor for the identity of the person sought to be interred. The responsibility will be that of the funeral director coordinated with the Cemetery’s Management.

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SECTION III. LOTS

1. Original ownership of lots will be evidenced by a Deed issued only on payment in full under the schedule of lot and or lot prices then in effect.
2. Refunds for unused lot purchases are available to the owner. Refund amounts are based on the original purchase price less fees and expenses incurred by the Association (e.g. perpetual care fund, etc.).
3. The right to enlarge, reduce, replat or change the boundaries or grading of the cemetery, or a section or sections, from time to time, including the right to modify or change the locations of or remove or regrade roads, drives, or walks, or any part thereof is hereby reserved. Exercising that reserved right shall not interfere with interments already made.

The right to lay, maintain and operate, or alter or change pipe lines or gutters for sprinkling systems or drainage, is also expressly reserved, as well as is the right to use cemetery property not sold to individual lot owners for cemetery purposes, including interment of the dead, or for anything necessary, incidental or convenient thereto. The cemetery reserves to itself and to those lawfully entitled thereto a perpetual right of ingress and egress over plots for the purpose of passing to and from other plots.

4. The Management will take all reasonable precautions to protect lot owners, and the property rights of lot owners, within the cemetery from loss or damage; but the cemetery disclaims all responsibility for loss or damage from causes beyond its reasonable control, and, especially, from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.
5. It is the duty of the lot owner to notify the management of any change in his mailing address.

6. These rules and regulations and any amendments thereto constitute the sole agreement between the cemetery and the lot owner. The statement of any employee or agent, unless confirmed in writing by the Management, shall in no way bind the cemetery.
7. The laws of the State of Vermont govern the descent of title to cemetery lots as well as other matters pertaining to assignments, conveyances, devises, trust deeds and inalienability.

SECTION IV. MEMORIALS

1. Sketches of memorials must be submitted in advance of installation and receive prior approval from the president of the NUCA.
2. Each grave shall be identified by at least a granite marker.
3. Cement foundations for upright memorials will be set by the cemetery conforming to a standard size, with the cost charged to the lot owner.
4. Installation will be under the supervision of the Management.



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SECTION VI. GENERAL

1. The NUCA will plant trees and shrubs and will preserve and maintain landscape features.
2. The individual planting of trees, flowers, and shrubs as memorials is prohibited other than by cemetery personnel and/or Management.
3. Only cut flowers, wreaths and potted live plants may be placed on graves. Floral items will be removed by Management when they become faded and unsightly.
4. The Management is hereby empowered to enforce all rules and regulations and to exclude from the cemetery any person violating the same. The Management shall have charge of the grounds and buildings including the conduct of funerals, traffic, employees, lot owners and visitors and at all times shall have supervision and control of all persons in the cemetery.
5. Employees of the cemetery are not permitted to do any work for lot owners except upon order of the Management and are required to be courteous to all visitors. The Management reserves the right to periodically clean memorials to maintain the reverent domain of the cemetery.
6. All outside vendors must obtain permission to work in the cemetery and will furnish a certificate of insurance (COI) naming the NUCA as insured.
7. All fees or charges for services are payable through the Service Facilitator or Management. Patrons of the cemetery shall not pay any fee or gratuity to any cemetery employee.
8. Visiting hours are restricted to daylight, 8:00 a.m. - 5:00 p.m. Monday through Sunday. Cemetery Management reserves the right to close the cemetery from time to time without notice. Vehicles are restricted to designated roads.



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NORWICH UNIVERSITY
Founded 1819

IN LOVING MEMORY
1903 W. THOMAS TODD 26 1981
1906 MIRIAM WESTLAND TODD 1984

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