

# NORWICH UNIVERSITY CEMETERY ASSOCIATION

## Rules and Regulations

(Revised November 2011)

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 certificate of ownership to a plot or lot shall have the same force and effect as if set forth in full therein.

### SECTION I. DEFINITIONS

1. **Plot.** The term plot shall apply to a space of sufficient size to accommodate one adult interment approximately three by ten feet.
2. **Lot.** The term lot shall apply to numbered divisions as shown on the record plat and which consists of two or more plots.
3. **Memorials.** The term memorials shall include a tombstone or monument of granite which shall extend above the surface of the ground.
4. **Marker.** The term marker means a memorial flush with the ground. Slant or beveled type will not be allowed.
5. **Lot Marker.** The term lot marker refers to any means used by the cemetery to locate corners of the lot or plot.
6. **Memorial Bench.** A Memorial Bench is a granite seat with legs to be used only to memorialize a member of the Norwich community, as defined in Section II of the Norwich University Cemetery Association By-Laws. These benches will be placed in designated locations per the Norwich University Master Plan.

7. **Certificate of Ownership.** The term "Certificate of Ownership" shall apply to the original conveyance given by the cemetery to the original purchaser.
8. **Association.** Refers to Norwich University Cemetery Association.
9. **Management.** A.K.A. Association.
10. **Service Director.** Kingston Funeral Home, Northfield, Vermont. If Kingston Funeral Homes 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 Director's functions, the Board of Directors of the Association will appoint a suitable replacement.

### SECTION II. INTERMENT POLICY

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 e) above (spouses includes former, present, widows or widowers)
2. Interments will be scheduled by the Service Director. Usually interments will not be scheduled on national holidays or during snow and mud season (November 2 through May 14).

3. An additional fee will be added to the regular interment charge for interments on Saturday, Sundays and holidays.
4. All funerals on entering the cemetery shall be under the charge of the Service Director.
5. 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.
6. All orders for interments must be by permission of the owner of the lot or his/her legal representative.
7. The maximum number of interments per cremains plot is two per plot. The maximum number of interments per traditional plot is either (a) one casket and two cremains, or (b) four cremains. No interment of two or more bodies shall be made in one plot except in the case of parent and child or two infants buried in one casket.
8. When an interment is to be made in a lot, the location of such interment shall be designated by the lot owner in accordance with the cemetery's record plat. Should the lot owner fail or neglect to make such designation, the Cemetery reserves the right to make the interment in a location designated by the cemetery management.
9. All burials must be made in outside containers 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 Director.
10. All charges for interment or services in connection therewith, shall be paid to the cemetery through the Service Director.
11. Arrangements for the payment of any and all indebtedness owing to the cemetery must be made before interment will be made.
12. 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.
13. 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 Service Director.

### **SECTION III. PLOTS AND/OR LOTS**

1. Original ownership of plots and/or lots will be evidenced by a Certificate of Ownership issued only on payment in full under the schedule of plot and/or lot prices then in effect.
2. Refunds for unused plot and/or 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 plot 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. Cremains are for one (1) or two (2) urns or similar containers.
5. Descriptions of lots will be in accordance with the cemetery plots which are on file in the cemetery office.
6. The management will take all reasonable precautions to protect lot owners, and the property rights of plot 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.
7. It is the duty of the plot owner to notify the management of any change in his mailing address.
8. The Certificate of Ownership, these rules and regulations and any amendments thereto constitute the sole agreement between the cemetery and the lot owner or owners. The statement of any employee or agent, unless confirmed in writing by the management, shall in no way bind the cemetery.
9. 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. Memorials will be limited to the following uniform style and size:
  - a) Styles – Generally rectangular on a base of gray granite. Polish and/or steeled – minimum two surfaces (front and back).
  - b) Size – Width: Consistent with size of lot(s) up to a maximum width of 8' 8" base and 7' 0" memorial. Preferred

maximum for a plot, 2' 6". Dimensions for a single lot:

Height: Maximum 3' 0"

Minimum 2' 0"

Thickness: Standard 0' 8"

Base – Width: At least 0' 3" extension at each end of the memorial, but in no case closer than 0' 3" to the sides of the plot or lot

Base – Height: 0' 8"

2. Memorial Bench: a seat and two legs made of granite 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 be allowed on one or two faces of the 3' by 6" sides of the seat and will read: IN MEMORY OF (NAME) CLASS OF (0000). Other inscriptions will be subject to NUCA Board approval.
    - Length: 3' 6"
    - Width: 1' 2"
    - Thickness: 0' 4"
  - b) Legs – The finish will be smooth and sanded on all exposed sides.
    - Length: 1' 0"
    - Width: 0' 4"
    - Thickness: 1' 1"
3. Memorials will be limited to Barre Gray granite memorials.
4. Sketches of memorials must be submitted in advance of installation and receive prior approval of the management.
5. Each grave shall be identified by at least a marker. Foot markers will be permitted in addition to a memorial.
  - a) Granite: The flat gray granite grave marker is 24" long, 12" wide, and 4" thick. An additional fee will be charged to pour the foundation for each marker.
  - b) Bronze: The flat bronze grave marker is 24" long, 12" wide, with a 3/4" rise, and

is affixed to a Barre Granite base. An additional fee will be charged to pour the foundation.

6. Permanent military markers may be used subject to management approval.
7. Foundations will be set by the cemetery conforming to a standard size, with the cost charged to the plot/lot owner.
8. Installation will be under the supervision of the Service Director.

### **SECTION V. VETERANS GOVERNMENT MEMORIALS**

1. Memorials provided by the Veterans Administration will be permitted as follows:
  - a) Granite upright monolith:  
Height: 3' 6"  
Length: 1' 1"  
Thickness: 0' 4"
  - b) Granite flush marker: The flat gray granite grave marker is 24" long, 12" wide, and 4" thick. An additional fee will be charged to pour the foundation for each marker.
  - c) Bronze Flush Marker: The flat bronze grave marker is 24" long, 12" wide, with a 3/4" rise, and is affixed to a Barre Granite base. An additional fee will be charged to pour the foundation.

### **SECTION VI. GENERAL**

1. The cemetery 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 the cemetery management when they become faded and unsightly.

4. The management is hereby empowered to enforce all rules and regulation 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, plot 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.
6. All fees or charges for services are payable through the Service Director. Patrons of the cemetery shall not pay any fee or gratuity to any cemetery employee.
7. Visiting hours are restricted to daylight. Cemetery management reserves the right to close the cemetery from time to time without notice. Vehicles are restricted to designated roads.