

CITY OF VERSAILLES, KENTUCKY CEMETERIES RULES AND REGULATIONS

Thank you for entrusting the care of your loved one's final resting place to the City of Versailles, Kentucky (hereafter "the City") and its cemetery employees. These Rules and Regulations allow the City to maintain its cemeteries in the best way conceivable as a place of solace and comfort. As much as possible, we wish to accommodate the memorial intent of those who care for the graves of loved ones buried in our cemeteries without disturbing or distracting from the peaceful and reverent intent of the cemeteries themselves.

The City of Versailles owns three cemeteries: Versailles Cemetery, Rose Crest Cemetery, and Simmons Cemetery. These Rules and Regulations apply to all three and have been reviewed and approved by Versailles City Council to govern the operations and maintenance functions of city-owned cemeteries. The Rules and Regulations are administered daily by the City's Cemetery Superintendent.

If you have questions or concerns regarding these Rules and Regulations, you may contact the City's Cemetery Superintendent at (859) 873-4241.

GENERAL RULES OF CONDUCT

Cemeteries are considered sacred ground and places of reverence. We request that:

- Vehicles are driven at no more than 10 miles per hour within the grounds to limit traffic noise as much as possible and to ensure the safety of visitors and cemetery employees;
- Visitors are fully clothed, including shoes and shirts;
- Visitors refrain from holding parties, picnics or sports activities of any kind on the grounds;
- No dogs are brought within the boundaries of the city's cemeteries with the exception of service dogs¹.

The City reserves the right to prohibit public entry to city cemeteries when the safety of

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visitors and preservation of the cemetery is threatened by bad weather or similar factors.

INTERMENTS, OR BURIALS

1. Interments, which include both entombments (burying a body in a grave) and inurnments (burying of ashes in an urn following cremation) will be made by the City's Cemetery employees or their designees only.
2. Interments will be made only after obtaining:
 - a. authorization of the owner of the cemetery lot;
 - b. authorization of the nearest relative of the deceased; and
 - c. Location which is to be determined and approved by the Cemetery Superintendent based on planned design and availability.
3. The City will not be held responsible for any order authorizing an interment that is given by telephone or for any mistake occurring because of inaccurate instructions.
4. All funerals within the cemetery are subject to a 2-hour time limit.

For entombments:

- Body must be placed in a rigid container (casket/coffin) with handles for carrying. Containers must be approved by the City's Cemetery Superintendent.
- All caskets/coffins must be placed in an approved vault.
- Mausoleums and columbariums are permitted in cemeteries based on planned design and availability and all specifications must be approved by City's Cemetery Superintendent prior to commencement of construction

Mausoleum Specifications:

- a. A warranty for the life of the materials used and the workmanship required by the manufacturer.
- b. Outside walls must meet the specifications necessary for the size of the structure to properly support all parts of the building. Wall thickness may

vary from 4 inches for garden crypt-type buildings to 8-inch thickness for larger buildings.

- 1. The building must be constructed using natural stone product, preferably domestic granite.
 - 2. Materials should meet NBGQA (National Building Granite Quarries Association) specifications.
- c. C clamps and appropriate epoxy must be used on all wall joints.
- d. Gabled roofs must be mortise and tenon.
- e. All joints must be sealed with GE Silicone NB and appropriate sized backer rod.
- f. In lieu of solid granite flooring, concrete floors may be used. Pre-cast concrete shall be a minimum of 4000 PSI and of a certified engineered design. Cast in place large mausoleums shall be engineered and concrete shall meet ASTM (American Society for Testing and Materials) standard 94C and shall be 4000 PSI.
- g. Crypts cannot be an integral structural component of the mausoleum. Certified-engineered pre-cast concrete crypts and shelves may be used.
- h. Interior crypt shelves must be four inches thick.
- i. The back wall must be one solid piece with any window structure cut from that solid piece, unless the wall is locked into position from the floor below the wall and the rod above the wall.
- j. A detailed blueprint of the building and foundation is required prior to construction.
- k. It is highly recommended, but not required, that the building have separate interior wall made of either granite or marble to prevent interior wall moisture.

Maintenance and upkeep of the mausoleums and columbariums are the sole responsibility of the family, not the Cemetery Superintendent.

For inurnments:

- There is a limit of three (3) cremains that can be placed in a regular, full-size grave. One (1) cremains and one (1) vault may be placed in a grave.
- Scattering of cremains in the cemeteries is prohibited.
- Section D at Rose Crest Cemetery has an area designated solely for

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cremains burials. The following information applies to this area only:

- a. Cremains lot sizes are 40" x 48".
- b. Up to two urns may be buried in each cremains lot.
- c. Only flat, ground-level markers, no larger than three (3) feet long and one (1) foot wide, are permitted in this area. One marker is permitted per buried urn.
- d. The ONLY decorations allowed in Section D are flowers placed directly on markers, and no more than 21 days before Christmas and 21 days after Christmas, and no more than 21 days before Memorial Day and 21 days after Memorial Day, at which time they may be removed by cemetery employees.

CEMETERY LOTS

Ownership:

- A. All cemetery lots sold after March 7, 1972, are restricted from being resold to anyone other than the City, excluding only immediate members of the owner's family.
- B. In the event any lot is repurchased by the City, the lot will be repurchased at the price paid for at original purchase of cemetery lot.³
- C. This information will be included in all sales agreements of lots sold and will be contained in any deed conveying the lot.

Plantings/Flowers:

For purposes of the rules below regarding plantings and flowers and other decorative items, a "bordered area" is defined as an area that extends no more than eighteen inches (18") from the front of the headstone or marker and does not exceed the width of the headstone or marker. The border must consist of a stone or concrete material that is no higher than four inches (4") off the ground.

1. With the advance approval of the Cemetery Superintendent, lot owners may plant trees and shrubs directly behind their headstones or markers if their lots adjoin a planting row. To achieve symmetry and best general result, all

planting and pruning must be approved by the Cemetery Superintendent. No tree or shrub within any lot may be cut down or destroyed without the consent of the Cemetery Superintendent. If any tree or shrub becomes detrimental to any adjacent lot, walking path, or grounds maintenance, cemetery employees may remove the tree or shrub at the expense of the lot owner on which it stands.⁴

2. Natural flowers and plants are permitted at any time and are removed when wilted. The pots or baskets containing such plants must be secured on headstones or placed in the bordered areas.
3. Flower beds of spring bulbs or summer annuals may be planted but only in the bordered areas. Cemetery employees may remove a flower bed if it becomes unkept.
4. Artificial flowers are permitted on headstones or in bordered areas year-round but may be removed by cemetery employees if they become faded or deteriorated.

Other Decorative Items:

5. Toys, shells, decorative stones, and similar articles are permitted only on a headstone or when placed in a bordered area.
6. Two shepherd hooks are permitted per cemetery lot and must be placed in the bordered area only (or, if there is not a bordered area, against the headstone). The hooks and the decorations on the hooks must not hang over the area outside the bordered area or headstone.
7. Any decorations placed on a lot which do not conform to the cemetery's policies will be removed by cemetery employees. Prohibited items include items with advertising (e.g., food and beverage containers), items that may be deemed offensive, and clothing items.
8. Items of a nature unique to a holiday are allowed in permitted areas no more than 21 days before the holiday and may remain for no more than 21 days following the holiday, at which time they may be removed by cemetery personnel.

9. Articles made of concrete (e.g., urns and boxes) are permitted only in bordered areas because such articles add greatly to the cost of maintenance. No fencing or trellises of any type is allowed.

The City bears no responsibility for loss or damage from causes beyond its reasonable control, including, but not limited to, regular maintenance, thieves, vandals, explosions, unavoidable accidents or acts of God.

MEMORIALS (OR HEADSTONES)

1. Granite, marble or bronze are recommended as the most durable materials for headstones. Temporary or permanent headstones made of wood, concrete, artificial stone, composite, tin, or iron are not permitted.
2. Only one central or family memorial may be placed on any family lot. The location of all headstones is determined by the Cemetery Superintendent.
3. Only one marker is permitted per grave space. (Exception is made in the case of a U.S. government-issued flat, ground-level marker which shows the deceased's military service.)
4. No headstone may be placed on any lot where there are unpaid fees.
5. No headstone may be erected or placed on any lot in the cemetery without the Cemetery Superintendent's approval.
6. All foundations for memorials must be installed by cemetery employees. The City will assume responsibility for the proper construction of such foundations.
7. The City reserves the right to exclude or remove from any lot, a headstone or other structure which is determined by the City to be offensive, improper or injurious to the surrounding lots or grounds, or which has become dilapidated or unsightly.⁵

USE OF THE ROSE CREST CEMETERY PAVILION

All funeral homes must abide by the guidelines below.

1. Funeral homes will transport remains to the Rose Crest Cemetery Pavilion.
2. Designated pallbearers will remove remains from hearse/carriage to the pavilion at the discretion of the funeral director and place remains on a bier (a frame or stand on which a casket or coffin is laid) at the Pavilion.
3. At the end of the service, the pallbearers will place the remains

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back into the hearse/carriage.

4. The hearse/carriage will transport the remains to the gravesite.
5. Cemetery employees will remove the remains from the hearse/carriage and place on funeral cart for immediate burial.
6. For safety reasons, the City requests that no mourners (persons attending the burial service as relatives/friends of the deceased) be allowed to go to the gravesite until the remains are in place to be professionally buried.
7. All funerals are subject to a 2-hour time limit from bier to interment.
8. If a family or funeral home requests a tent or other graveside accessories at the actual burial site, there will be an additional charge. (See list of fees.)
9. The Rose Crest Cemetery Pavilion is also available for services if the burial lot is at Versailles Cemetery.
10. All funeral homes are required to provide their own lowering devices to lower remains into the vault.

The City may, from time to time, amend these Rules and Regulations as necessary for the care of the cemeteries and protection of lot owners. The above Rules and Regulations do not constitute all the rules and regulations of the cemeteries, but only those most pertinent to owners and visitors.

From the City of Versailles' Code of Ordinances:

¹Section 91.10 DOGS PROHIBITED IN CEMETERIES.

²Section 91.02 RESALE OF LOTS.

³Section 91.02(C) Am. Ord. 2000-16 AMENDING THE PRICE PAID UPON THE RESALE OF CEMETERY LOTS.

⁴Section 91.05 PLANTING TREES AND SHRUBS RESTRICTED.

⁵Section 91.04 REMOVAL OF IMPROPER STONES, MONUMENTS AND THE LIKE.