

RULES & REGULATIONS

CATHOLIC FUNERAL & CEMETERY SERVICES

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CATHOLIC FUNERAL & CEMETERY SERVICES
A MINISTRY OF THE DIOCESE OF RICHMOND

LIVING OUR MISSION

Catholic Funeral & Cemetery Services (CFCS) of the Diocese of Richmond is a charitable organization founded in faith and dedicated to providing education, support and professional services.

We are devoted to earning your trust as your community resource for today and tomorrow—at all times guided by faith, cultural traditions and your financial preferences.

PREFACE

Why do we have rules and regulations?

All civil society is subject to some degree of regulation mandated by legal authority or by sound and proven practices learned by experience and judgment. CFCS Richmond follows the laws of the State of Virginia. Our right and our obligation to govern also stems from two premises.

1. Once land is dedicated for cemetery purposes or has been used as a burial space, a trust is imposed upon the owner to maintain the land for these purposes.
2. When cemetery property is purchased, the purchaser acquires a burial right of interment, Inurnment or entombment, which constitutes a limited interest or easement on the property. The cemetery retains title to the property. Therefore, a continuing relationship is established between the cemetery and the purchaser of burial rights and their heirs.

Rules and regulations are made to foster cooperation between the cemetery and person(s) who hold the various interment rights. The intent is to insure the uniform protection of all who hold the rights and to allow management to efficiently maintain the facilities and administer the affairs of the Cemetery.

Some of the rules and regulations may appear restrictive but we ask your understanding in that rules are necessary for the Cemeteries to be maintained and preserved according to an orderly plan for the common good. They are instituted to avoid misunderstanding and possible litigation among holders of burial rights, their heirs, funeral directors, monument dealers and all persons who visit the Cemeteries.

Reasonable rules and regulations, fairly enforced, may prevent certain acts by those who could be inconsiderate to the rights of others. The rules and regulations are made for the collective good of all lot, crypt and niche holders. With an understanding of the purpose of these rules and regulations, lot and crypt holders and visitors are requested to respect their enforcement.

CFCS Richmond Cemeteries are Catholic Cemeteries

A Bishop has blessed the burial space at CFCS Richmond Cemeteries. They are designated as **sacred places**. Only Catholic churches and Catholic cemeteries have that designation. Therefore, we adhere to all the precepts of the Catholic Church regarding Catholic burial practices. We believe in resurrection and eternal life because Christ has redeemed us through His death and resurrection.

Features, artwork, memorials and personal conduct must be appropriate to the setting of a **sacred place**. CFCS Richmond Cemeteries are to serve as places of beauty, peace and reflection where members of the faith community can be buried in the rich traditions of the Catholic Church and where those who mourn them can gather together in prayer and remembrance.

Amendment of Rules and Regulations

CFCS Richmond Cemeteries may adopt new Rules and Regulations, amend, alter and or repeal any rule, regulation and/or article, section, paragraph and/or sentence in these Rules and Regulations at anytime and by written notice.

ACQUIRING BURIAL RIGHTS IN THE CEMETERIES

Selection and Purchase of Burial Rights

1. **Purchases:** Purchases of a burial site is for the right of burial and not for the land, mausoleum or columbarium space itself. Upon full payment, a certificate is issued, which grants the purchaser perpetual right of burial, subject to the rules and regulations of the Cemetery, the discipline of the Roman Catholic Church and Virginia State Cemetery Law with respect to burials and funerals. The certificate does not confer the right to speculate for financial gain or to sell, assign or transfer the rights to others except with the approval of Cemetery management.
 - a. Locations/Lots and mausoleum locations may be selected and arranged at the Cemeteries offices with the assistance of Family Services Advisors who will assist the purchasers by explaining the many options available as to location, financing, memorialization, decorations, and other cemetery services. It is strongly recommended that the purchaser, the family or responsible person visit the location on the Cemetery property to make the selection.
2. **Payment:** Cash, check, credit card or electronic funds transfer may be used to pay for burial space. Full payment is required if a burial is to be made at the time of purchase. Various payment plans are available for purchases prior to need at zero percent (0%) interest. The Family Services Advisors are available to assist purchasers with arranging financing and payment options to suit individual needs.
3. **Burial space rights:** may not be subdivided and cannot be sold to others by the purchaser. However, multiple purchasers may jointly hold multiple space rights.
4. **Return or Refund:** When a patron has paid in full, he/she may request a return or refund of monies paid to date, and such monies will be issued as a credit memo. The patron may apply such credit to a future purchase of an interment location at the future fee schedules with CFCS Richmond. CFCS Richmond does not return or refund monies. Patron may also donate the burial rights back to the Catholic Cemeteries.
5. **Defaults:** Where a Patron is in default of the sales agreement, CFCS Richmond may cancel the agreement. In the event the agreement is cancelled, CFCS Richmond will retain the monies paid to date and issue Patron a credit memo less 25% of the agreement amount as an administration fee to CFCS Richmond. Patron may apply the remaining balance as a credit memo towards the Future purchase of an interment space at the future fees.

- 6. Cancellations:** Where a Patron requests to cancel the sales agreement, CFCS Richmond may cancel the agreement. For contracts cancelled within 30 days of signing the agreement, a full refund of the monies paid to date shall be made. For agreements cancelled after 30 days of signing the agreement, CFCS Richmond will charge a 25% administrative fee of the agreement amount and retain the balance monies paid to date and issue a credit memo. The Patron may apply the credit to a future purchase of a interment space from CFCS Catholic Cemeteries at the future fees. Refunds will not be made.

Inheritance or Transfer of Burial Rights

1. Rights of burial are regulated by Virginia State Law. Under those laws, the purchaser and the purchaser's spouse have first rights. The rights then pass to the purchaser's descendants. Spouses of descendants do not have automatic burial rights. Furthermore, burial rights do not pass under residual inheritance rights in a will as is common with material goods. Burial rights however may be bequeathed to specific persons in a will.

If there are questions as to the person(s) that have burial rights, you should consult the Cemetery or an attorney.

2. Rights of burial may be transferred to persons other than the lot and crypt holder or heirs by obtaining a transfer that must have the approval of the Cemetery and all persons who have purchased or inherited the burial rights. Family Service Advisors are available to assist in preparation of transfers of burial rights.

RESPONSIBILITIES OF OWNERS OF BURIAL RIGHTS AND OF MANAGEMENT

Memorials and Grave Markers

- 1. Plots and Graves:** Grave markers and upright monuments which are placed on individual graves or on multiple grave plots must be provided by the person(s) who own the burial rights. These memorials remain the property of the plot holder(s) or their heir(s) who is responsible for maintaining them in a safe and proper condition.

No memorial will be permitted on any grave, crypt or niche until the location has been paid in full. Prior to purchasing a memorial, Patron should ascertain the rules and regulations pertaining to memorials. CFCS of Richmond will not be responsible for memorials purchased by Patron that do not conform with the Cemetery's Rules and Regulations. All improvements are subject to the inspection and approval of the manager of cemetery. All inscriptions must meet the approval of CFCS Richmond prior to any work being completed. All memorials must meet the proper "zoned" memorial specifications, type and design as specified by the cemetery for the section in which the memorial is to be placed. Cemetery authorities, at the expense of the plot owner, may remove any memorial that is improper, not approved or has become dangerous or dilapidated, upon sending of a notice to that effect to the last known address of the Patron.

A foundation to support and protect the memorial must be constructed. CFCS Richmond Cemeteries reserve the right to construct the foundation to insure the foundation is of high quality, appropriate for site conditions, memorial size and weight.

- 2. Mausoleums & Columbaria:** CFCS Richmond provides memorialization that includes the name(s), years of birth and death in various forms depending on the mausoleum and location within. They include bronze plaques, bronze plaques with a granite insert or bronze lettering and an eternal light in selected mausoleums. These memorials are included in the price of the burial rights.

In addition to the memorials provided by the Cemeteries, owners of the burial rights may purchase from the Cemeteries various additional adornments to the crypt or niche fronts including bronze emblems, custom photo ceramic pictures of the deceased, and flower decoration programs.

Care and Beautification of the Cemeteries

1. The Cemeteries grounds, mausoleums and other structures are the property of CFCS Richmond Cemeteries, which are solely responsible for their design, maintenance and upkeep. The Cemeteries reserve the right to make improvements to the grounds and to plant and/or maintain the lawns, trees, shrubs, flower beds, fences, roads and walks. This care will be controlled exclusively by the Cemeteries either by workers employed by the Cemeteries or by contractors under the direction of the Cemeteries management. CFCS Richmond reserves the right to remove all trees, shrubs and embellishments, which are not approved plantings, unsightly, dangerous or impede the process of care.
2. To provide funds to maintain the Cemeteries, a portion of the purchase price of burial rights is set-aside in a Perpetual Care Trust. The income from this Trust will be used exclusively for the perpetual care and upkeep of the Cemeteries. The principal of the Perpetual Care Trust can be used for no other purpose than to generate income to maintain the Cemeteries. The responsibility for the Trust and the portion of sales set aside is under the authority of CFCS Richmond and in accordance with applicable Virginia State laws relevant to religious cemeteries.
3. Decorations: Grave locations may be decorated by the lot holders with flowers within limited areas around the grave markers. We encourage lot holders and visitors to provide this personal care to the grave(s) of their loved one(s). Winter decorations are also allowed in the form of wreaths. Because of the size and very large number of burials in the Cemetery and the need to maintain the grounds in a reasonably efficient manner, there are rules in regards to decorations that need to be followed. The Cemetery has specific decoration brochures that govern decorations for graves, mausoleums and columbaria. Please refer to these brochures regarding decorations and if you have questions contact the Cemeteries' offices.
4. Crypt locations: Only approved ceramic photo tiles, emblems and flower vases are allowed and available for purchase at the cemetery. Please refer to the cemetery decorations policy brochure for further information.
5. Niche Locations: Only approved ceramic photo tiles, emblems and flower vases are allowed and available for purchase at the cemetery. Glass front niches will not allow for the placement of a ceramic photo tile or emblem as these items are generally placed inside the glass front niche. Please refer to the cemetery decorations policy brochure for further information.

BURIAL ARRANGEMENTS

General Rules

1. Selection of burial location and arrangements for burial must be made directly with the Cemeteries' offices. Ample time must be provided for completion of arrangements and preparation of the burial space, before the close of the business day preceding the burial. Burials will not be made on Sundays or holidays that are observed by the Cemeteries.
2. If a funeral director or other agent is representing the person who has burial rights to the space, the arrangements made by the funeral director or agent with the Cemeteries will be binding on the person holding the burial rights.
3. Payment for the interment, entombment or inurnment (grave or niche opening/crypt preparation) must be made or arranged 24 hours prior to the burial.
4. No burials (interment, entombment or inurnment) will take place without a properly completed Burial Permit. In the State of Virginia this is only issued when the burial pertains to an out of state death.
5. The Funeral Director should provide you with a form that states the deceased, date of birth, date of death, spouse/family member to be buried next to, or the lot/section owner. This is the most common form given at time of burial in the State of Virginia.
6. Adult burials in traditional burial spaces and mausoleum crypts must be made with a casket. Caskets must be firm enough to be properly carried to the gravesite and rigid enough to be handled on a standard lowering device. Sealer caskets are not required. CFCS Richmond is not responsible for caskets that do not meet the grave or crypt dimensions and such responsibility is that of the Funeral Director representing the family.
7. All funerals will be subject to and comply with the directions of management and staff while they are within the Cemetery.
8. Due to the large quantities of flowers brought to the Cemeteries, the Cemeteries will remove funeral flowers within three days after burial. Should members of the family wish to retain some of these flowers, the Cemeteries respectfully requests that this be done at the time of the committal service.
9. Management will not be liable for errors occurring as a result of improper information as to the size of a casket or as to particular grave or crypt locations. Management will also not be liable for any delay in interment where rules and regulations have not been followed, or where proper burial rights have not been determined. Management further reserves the right under such circumstances to place the body in a receiving vault until errors have been corrected or rights have been determined.

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10. The casket may not be opened at any time within the Cemeteries without the express permission and in the presence of the Management. The Management reserves the right to refuse permission to anyone to open the casket or to touch the body without the written consent or physical presence of the legal representative of the deceased, or a Court order.
11. Only persons employed by CFCS Richmond Cemetery and only equipment owned by the Cemeteries will be used in making burials or removals unless the Management makes other arrangements.
12. Besides being subject to these Rules and Regulations, all burials will be subject to the laws of the State of Virginia and the particular county or city which the CFCS Cemetery is located within.

In-Ground Burials – Traditional Sections

1. The person who has the burial rights to the grave space or their representative must approve the grave, crypt or niche location prior to the interment. This includes all previous purchased locations..
2. Concrete or metal outer cases must be used for in-ground interments in traditional sections of the Cemeteries. The dimensions of the outer cases must comply with the Cemeteries' standard grave dimensions and of sufficient strength to protect the casket from the natural forces placed upon it when in the grave.
3. Embalming is not required for in-ground burial. Cremated remains for in-ground burial must be placed in a rigid outer container of concrete or other material, approved by the Cemetery, which will withstand the natural forces of in-ground burial.
4. Only one adult full casket burial is allowed in a full-size grave. Double depth lawn crypts will accommodate two full size caskets. Human cremated remains are interred in smaller graves specifically intended for this purpose. However, a number of cremated human remains are permitted in a full-size grave depending on how many cremated remains each location is able to possess based on available space. Memorialization on a grave with more than one burial must be on a common marker and in keeping with the style, type and location of other markers in the section.

Entombments In A Mausoleum Or Columbarium

1. Caskets are placed directly in crypts without a rigid outer container. The size of the casket must be such that it will fit the interior dimensions of the crypt. The Cemeteries, at its option, may place the casket in a flexible outer container as a casket protector.
2. Cremated remains to be placed in a niche must be in containers that conform to the niche sizes as specified in the sales contract.

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3. A body must be embalmed for entombment in a mausoleum crypt.
4. Because of the need to handle caskets with mechanical lifting devices during the entombment, and at the discretion of CFCS staff, visitors may not be allowed to view the entombment. However, in such a case, the funeral director can be present as your representative to view and possibly assist with the entombment.

Disinterments

1. Application for disinterment of a body will be made at the Cemeteries' offices. Permission for disinterment must be based upon application of the spouse, child or children, parent or parents or next of kin of the deceased person or an order by a Court of Law. All disinterments require approval of Cemetery management.
2. The Cemetery will determine the person(s) who must agree, in writing, to permit the disinterment, per Virginia State law and the rules of CFCS Richmond Cemeteries. The Cemetery will prepare the documents for signature by the person(s) who must agree to the disinterment. The signature(s) will require notarization.
3. Arrangements for removal from an in-ground location to a mausoleum must be reviewed and approved by Cemetery management. A funeral director must be involved to remove the casket from the grave and enclose the casket in a protective cover before placing in a mausoleum crypt.
4. Upon proper application, the Cemetery will schedule the removal, either for movement from one part of the Cemetery to another or removal to another Cemetery.
5. During a disinterment, the casket will not be opened for the purpose of viewing the remains. Family members or representatives are not allowed to be present at the disinterment.
6. At the time of disinterment, all monuments and headstones pertaining to the body removed from the Cemetery must be taken from the Cemetery. If the disinterment is within the Cemetery, and the memorial meets the monument regulations of the new location, the family must make arrangements to have the monument reset at the time the disinterment arrangements are made.

Management Rights and Responsibilities

1. CFCS Richmond through its Management reserves the right at anytime to change, amend, alter, repeal, rescind or add to these rules and regulations and any part thereof, or to adopt any new rule or regulation with respect to the Cemeteries or anything pertaining thereto.
2. CFCS Richmond reserves, and shall have, the right to correct any errors that may be made by either in making interments, disinterments or removals, placement of memorials, or in

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the description or transfer of any interment rights, either by canceling such transfer and substituting and transferring in lieu thereof other interment rights of equal value and similar location if available, as may be selected by CFCS Richmond, or in the sole discretion of CFCS Richmond, by refunding amount of money paid by Patron. In the event any such error shall involve interment, CFCS Richmond reserves, and shall have, the right to remove and reinter the remains in such other interment right of equal value and similar location as may be substituted in lieu thereof.

3. CFCS Richmond expressly reserves the right at any time that it finds itself unable to fulfill this Agreement owing to Acts of God, invasion, insurrection, riot, war or any military or civil authority, order of court, or by any other unforeseen contingency, or because of mistake, misrepresentation or fraud in the procuring of the Agreement, to return to the Patron all monies that may have been paid by Patron hereunder, and this Agreement shall thereupon become null and void. In any such event, CFCS Richmond shall not be liable to buyer or its heirs, executors, administrators and assigns for any damages, whether direct, consequential or otherwise, incurred by such persons for CFCS Richmond' inability to fulfill, or termination of this Agreement.

For further information or interpretation regarding the Rules and Regulations of the Cemetery, contact the Cemeteries' offices.

Loss or Damage

1. In the event, it becomes necessary to reconstruct or repair any section of the Cemeteries, including burial space, which has been damaged by unforeseen causes, management will make the necessary repairs to the burial lots and grave space. If memorials that are the property of the lot holders are damaged, management will attempt to notify the lot holder(s) of record by telephone or mail. In the event the lot holder fails to repair the damage to a memorial; management will direct that the repairs are made and may charge the expense against the lot and to the lot holder of record. In any case, management will make any necessary repairs that are necessary to correct a condition that constitutes a hazard to the public.

The Cemetery also reserves the right to take necessary steps that, in its sole discretion, it deems appropriate and necessary to maintain any individual crypt and the mausoleums generally in a respectful, safe and dignified condition.

We urge all burial rights holder(s) to notify CFCS Richmond of any change of address or other contact information needed to be able to contact them if necessary.

CONDUCT WITHIN THE CEMETERY

CFCS Richmond Cemeteries are the place of burial for our deceased loved ones and is to remain a sacred place of beauty and peace for all who come to remember them. We thank you for your conscientious observance of these rules regarding conduct while visiting the Cemeteries.

1. CFCS Richmond Cemeteries have varying hours of operation set by the location. Please refer to your specific location for hours of operation.
2. Motor vehicles should enter and exit at the public gates and should remain on designated roads and parking lots at all times. Speed limit in all Catholic Cemeteries is 5 MPH. Please do not drive on grass or planted areas. Please observe normal traffic rules of public highways. Please drive cautiously and be aware of pedestrians and other visitors at all times.
3. Children should be accompanied by an adult and should not play on lots or lawns. Do not allow children to climb upon or handle headstones or monuments. Persons visiting the Cemeteries do so at their own risk as to damage or injury from falling monuments and headstones.
4. Visitors are welcome to walk on Cemetery roads for relaxation and reflection. Please refrain from jogging and bicycle riding when funerals or graveside services are in progress.
5. Dogs and pets are prohibited from cemetery grounds unless confined to a motor vehicle.
6. Shrubs, trees and plants are there to enhance the beauty of the Cemeteries. Please do not pick flowers, remove plants, trim or injure trees or shrubs. Approved plants, flowers and winter decorations are welcome. Please refer to the brochure *Regulations for Lot and Grave Decorations*. The brochure is available from your Family Service Advisor or in the office of the specific location.
7. The Cemeteries are private property for the benefit of the location holders and their loved ones. Any defacing of monuments, landmarks or the grounds may be considered a criminal act.
8. Cemetery management will refuse admittance to persons known to have caused disturbances or to persons not willing to abide by the rules and regulations of the Cemeteries.
9. Please dispose of rubbish in the receptacles conveniently located throughout the Cemeteries.
10. Picnicking and other assemblages deemed improper by management are prohibited.
11. Peddling or sale of flowers, plants, other articles or commodities, solicitation of services, posting signs or advertising are not allowed within the Cemetery.

REQUESTS FOR GRAVE MAINTENANCE SERVICES

The cemetery is the owner and caretaker of the entire property even though the burial rights have been sold. As such, it is the responsibility of the cemetery to maintain the property including burial plots in a manner acceptable to the lot holders and with due consideration for general appearance and the safety of visitors and workers.

Location/lot holders may requests service or maintenance to burial space(s), by contacting cemetery personnel. All service maintenance is scheduled accordingly and at the discretion of the cemetery, based on current interment schedules and cemetery project schedules.

DEFINITIONS

Burial: The placement of human remains in a grave.

Burial Permit: (Permit for Disposition of Human Remains) a form, issued by the Registrar of the Health Department in the county in which the deceased passed, authorizing interment in a cemetery. This form must accompany the deceased to the cemetery and no interment, entombment or inurnment will take place without such form.

Burial Certificate: The document certifying only the “Right of Interment” and not a conveyance of any ownership or tenancy or any other interest in the grave(s), crypt(s) or niche(s) to which it refers.

Care will mean the general care of the Cemetery.

Cemetery or Cemeteries: As used in these Rules and Regulations will mean CFCS Richmond Cemeteries in the Catholic Diocese of Richmond in the State of Virginia and all property designated by the Roman Catholic Bishop of Richmond as suitable for the interment, entombment or inurnment of human remains or intended to be used and dedicated, for cemetery purposes.

Columbarium: A free-standing structure for the burial of cremated remains of deceased persons.

Committal Service: The portion of the funeral service committing the body to its final resting place at the cemetery. The blessing of a grave, crypt or niche.

Contractor: Any person, firm or corporation legally engaged in performing work in the Cemetery, other than an employee of the Cemetery.

Contract/Sales Agreement: The written agreement between cfcs Richmond cemeteries and another party for goods and/or services, which include these rules and regulations.

Cremated Remains: The reduction of a deceased human body by incineration. Cremated remains are not to be separated or scattered and should be interred in the cemetery.

Crypt: The above ground chamber for the entombment of a deceased person in a mausoleum.

Decoration: Anything added to enhance the appearance of a location, grave, crypt or niche memorial such as flowers, wreaths or other objects permitted by the Cemetery rules.

Perpetual Care: A fund derived primarily from a portion of the sale price of burial rights that is set aside in a permanent special care fund, the income of which is used exclusively for the maintenance and care of the Cemetery.

Entombment: The interment of the deceased remains of a human body in a mausoleum crypt or garden crypt.

Garden Crypt: The above ground outdoor chamber for the entombment of a deceased person.

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Grave: A plot of ground in the Cemetery used or intended to be used for the burial of a human body or cremated remains of a deceased person.

Human Remains: The body of a deceased person, including cremated remains.

Inscription: The final name(s) and dates of the deceased, placed on a memorial or niche or crypt front.

Interment: Either in-ground burial or the entombment, inurnment of the human body or cremated remains of a deceased person.

Inurnment: The interment of cremated remains of a deceased human body in a mausoleum niche or columbarium.

Location: Any grave, crypt or niche within the cemetery.

Management: will mean the person(s) duly appointed by the Diocese of Richmond for the purpose of conducting and administering the Cemeteries.

Mausoleum will mean a permanent building or structure for the burial of human remains or cremated remains of deceased persons.

Memorial: A flat, pillow or upright monument, headstone, or grave marker.

Niche: A chamber in a mausoleum or columbarium for the cremated remains of a person or persons.

Outer Burial Container: The outer container in which the casket is placed to help protect the casket and to support the ground.

Plots: An area within the cemetery which shall include one or more adjoining graves

Recorded Purchaser/Patron: Person(s) who have purchased burial rights in the Cemetery.

Shutter: The outer crypt front (removable covering of a crypt or niche), usually made of granite, marble, glass or bronze.

Urn: A container holding the cremated remains of a human body.

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