

Rules and Regulations of Municipal Cemeteries



**City of Greenville
Parks and Recreation Department**

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PREFACE

The purpose of this booklet is to acquaint the owners of burial rights, funeral directors, monument companies, tour companies, visitors, and other persons interested in the municipal cemeteries with the character and extent of cemetery services furnished by the City of Greenville. There is no desire to interfere with individual tastes and privileges. Only those regulations and restrictive measures deemed necessary to protect the interests of all and to preserve and improve the general appearance of the cemeteries are employed.

Article 11, Section 10-31 of City Code vests the Grounds and Maintenance Division of the Parks and Recreation Department with the development of rules and regulations for the maintenance of the City’s municipal cemeteries.

DEFINITIONS

The following terms shall have the meaning hereinafter defined unless a contrary intention appears from the context of any particular rule or regulation.

- BURIAL** The disposition of human remains in an earthen grave.

- CEMETERY** All land in and owned by or under the supervision and control of the City of Greenville devoted exclusively to the burial of the human dead, and all land hereafter acquired by the City of Greenville for such purposes.

- COLUMBARIUM** A suitable structure for the aboveground inurement of cremains.

- CREMAINS** The cremated remains of a human body.

- CRYPT** A single space in a mausoleum suitable for the entombment of human remains.

- DISINTERMENT** The removal of the buried remains of a deceased person, the casket if any, and/or the burial receptacle if any, from the ground.

- FOUNDATION** The base upon which a marker, monument, or mausoleum is installed.

- FUNERAL PROCESSION** Multiple vehicles traveling closely in an orderly fashion from a church, chapel, or other location to a graveside for a burial.

- HEADSTONE** A memorial placed upon a lot to identify individual graves. Also grave marker.

<i>INTERMENT</i>	The permanent disposition of the remains of a deceased human being by inurement, entombment, or earthen burial.
<i>INTERMENT RIGHTS</i>	The deeded interest to a crypt, niche, or cemetery lot or space designated for interments.
<i>INTERMENT SPACE</i>	A single space within a platted lot, niche, or crypt designed for the interment of one human body.
<i>LOT</i>	The subdivision of land in a cemetery for the interment of one or more persons.
<i>MARKER</i>	A memorial placed upon a lot to identify individual graves. Also grave marker or headstone.
<i>MAUSOLEUM</i>	A suitable structure for the aboveground entombment of the dead.
<i>MONUMENT</i>	A memorial erected on a lot principally to identify the family name.
<i>NON-CARE</i>	The lack of any formal arrangement for regular cemetery lot maintenance.
<i>PERPETUAL CARE</i>	Cemetery lot maintenance including the raking and cutting of grass, the preservation of graves, and the removal of rubbish for all time thereafter. A perpetual care agreement does NOT include work on monuments, tombstones, markers, or other unusual care.
<i>PERSON</i>	Individual, partnership, association, society, organization, or corporation.
<i>SEXTON</i>	The person designated by the Parks and Recreation Director who is charged with the maintenance of the cemetery grounds.
<i>STANDARD RATE</i>	The rate available for interment services on any day except a Sunday or a City holiday that does not meet the conditions for the prime rate.
<i>VAULT</i>	A prefabricated receptacle for a casket or human remains usually placed below ground.
<i>VISITOR</i>	Any person or group of persons who enter the cemetery.

GENERAL INFORMATION

Cemetery Operations. The Richland and Springwood cemeteries are operated by the City of Greenville Parks and Recreation Department. The cemeteries are under the general direction of the Parks and Recreation Director.

Cemetery Visitations. Cemeteries are open from 8 a.m. to 6 p.m. daily. No trespassing after hours is allowed. Permits are available for approved after-hours activities. No person shall enter the cemeteries except through the gates.

Enforcement of Rules. The Parks and Recreation Director or their authorized representative shall enforce all rules and regulations and exclude from the property any person violating the same. The Parks and Recreation Director or their authorized representative shall have charge of the grounds and buildings, and at all times, shall have supervision and control of all persons in the cemeteries, including the conduct of funerals, traffic, employees, owners, families of the deceased, and visitors.

Cemetery Fees. Fees for interments and other services shall be established by the City Manager of the City of Greenville and shall be collected by the Parks and Recreation Department. All fees must be paid by check, money order, or credit card before service is provided. No cash will be accepted. Fees will be assessed at the established rate for the time the service is rendered.

Cemetery Records. The City of Greenville shall keep a complete record of owners and interments and will perform written record searches upon request at a cost determined by City policy HR 8.4 - Public Records.

OWNERSHIP OF INTERMENT RIGHTS

Disclaimer of Responsibility. The City of Greenville shall take reasonable precautions to protect the cemeteries, interment rights, and structures within the City cemeteries from loss or damage, but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, including but not limited to, 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 therein provided.

Prices of Interment Rights. Interment rights will be sold at prices established by the City Manager of the City of Greenville.

Sales, Transfers, and Subdivisions of Interment Rights. The transfer of interment rights shall only include those interment spaces available at the time of transfer. Interment rights of occupied spaces may not be transferred.

Maintenance of Columbaria and Mausolea. Persons owning private mausolea or columbaria in any City cemetery are required to keep said structures maintained.

Maintenance Rights of the City. The Parks and Recreation Department exercises the right by law to enter upon any said lot, columbarium, or mausoleum, or any single grave space, niche, or crypt to correct any hazardous conditions, and to remove any dilapidated structure or undesirable vegetation that impairs the overall beauty and dignity of the cemetery. The Parks and Recreation Department will attempt to notify owners of such situations and provide them with the opportunity to make the necessary corrections. If the owners have been notified of substandard conditions but have failed to correct those conditions in the time specified by the notification, any maintenance charges will be billed against the lot, columbarium, or mausoleum.

ADORNMENT OF GRAVES

Urns and Containers. Only urns and containers constructed of concrete, clay, steel, copper, or marble shall be allowed to display flowers. Acceptable containers and urns must be located in front of the monument or marker, not behind or at the side of the monument or marker.

Floral Arrangements. Floral arrangements accompanying the casket or urn at the time of burial will be placed as follows, a maximum of three will be placed on the grave and the remainder will be placed at a central location.

Fresh cut flowers may be placed on graves at any time of the year. They will be removed when they start to wilt or when it becomes necessary to facilitate cemetery operations such as mowing.

Artificial flowers will be permitted only between November 10 and March 1. Potted plants will be permitted on graves only for a period extending 14 days before through 14 days after Easter Sunday, Memorial Day and Veterans Day.

Wreaths, grave blankets and other seasonal adornments may be placed on graves from Dec. 15 through Jan. 10. They may not be secured to headstones or markers.

Flags. Flags may be placed two (2) days before the following holidays: Memorial Day, July 4th, and Veteran's Day; said flags may remain for 14 days thereafter, beginning with the holiday. Flags must be no larger than 8" X 12" in size with a dowel no longer than 22" in length and be made of cloth or similar pliable material.

Prohibited Grave Adornments. All items other than flowers, wreaths and flags as outlined above are explicitly prohibited. Such items include, but are not limited to: solar lights, boxes, rocks, shells, toys, metal designs or trinkets, ornaments, chairs, settees, glass or wooden objects, ammunition, knives or sharp objects, alcohol, commemorative items, permanent planting, statues, vigil lights, candles, and similar articles.

Removal and Disposal of Grave Adornments. The Cemetery Sexton shall have the right and authority to remove and dispose of any item that is prohibited under these policies or has decayed or become worn and detracts from the overall maintenance of the cemetery.

VEGETATION MANAGEMENT

Planting Vegetation. Planting of any vegetation within a City cemetery is prohibited. Flowerbeds are not allowed in any part of the cemetery, except for those designated by the City for the benefit of the entire community.

Removal of Flowers, Trees, and Shrubs. No person other than cemetery staff may remove or prune trees or shrubs within the cemetery grounds or remove or damage any other type of foliage on the cemetery grounds, whether the foliage is wild or cultivated.

INTERMENTS AND DISINTERMENTS

Interment Rights. No remains shall be buried in any earthen grave, interred in any niche, or entombed in any crypt except by written consent of the owner of the interment rights or his or her heir or agent. Remains rightfully buried on a cemetery lot prior to the most recent lot transfer may not be disinterred except as ordered by a court of law.

Interment Arrangements. No interment, disinterment, or reinterment will be made without proper arrangements with the Parks and Recreation Department by the owner of the interment rights or his or her heir or agent. The type of burial container (casket, vault, urn, or such) to be used must be specified. All services must be scheduled, interment orders signed, and interment service paid in full at least 24 hours before the interment service. Services may be scheduled with less notice if resources are available; however, the fee for the service will be assessed at the next higher rate.

Interment Fees. Fees for burial services, interments, and entombments will be established by the City Manager of the City of Greenville and shall be collected by the Parks and Recreation Department. Fees will vary by type of interment: standard adult, child (up to 12 years of age), or cremains. Fees will also vary based on the schedule: Sunday/Holiday, Standard, and Prime as defined in these rules. The full interment fee plus any outstanding invoices against the cemetery lot must be paid in full before grave, crypt, or niche opening.

Interment Orders. The City shall not be held responsible for any interment order given verbally or by telephone, or for any mistake occurring from the lack of precise and proper instructions as to the particular space, size, and location in a lot, mausoleum, or columbarium where interment is desired. Interment orders must be filed with the Parks and Recreation Department by the next-of-kin, the owner of the interment rights, or his or her heir or agent.

Interment Instructions. All cemetery lots will be sounded, and available burial spaces identified before the selection of specific spaces for burial. Previously filed burial instructions signed by the lot owner and notarized will be followed by the Parks and Recreation Department. Any changes to existing interment instructions must be specified in writing, signed by the owner of the interment rights or his or her heir or agent, and notarized.

Space Selection. The owner of the interment rights, next-of-kin, or agent of the owner must physically select a specific space and sign an interment order attesting to burial space selection prior to interment, unless specific interment instructions, signed by the owner of the interment rights and notarized, have been filed with the Parks and Recreation Department.

Burial Containers. All burials in City cemeteries must meet all South Carolina Department of Health & Environmental Control (SCDHEC) standards.

Burial Space Capacity. Only two caskets, vaults, or full interments shall be allowed per burial space. No more than one additional urn of ashes or cremains may be interred in addition to that casket, vault, or full interment in that burial space if space permits. Up to four urns of ashes or cremains may be interred in a single space with no casket, vault, or full interment. No more than two infant burials shall be allowed in any regular burial space and will be allowed only if adequate space for the burial container(s) is available.

Burial Permits. A permit from SCDHEC is required for all interments, disinterments, and reinterments. Appropriate permits for all interments, disinterments, and reinterments shall be submitted to the Parks and Recreation Department prior to or upon entering the cemetery for interment services.

Funeral Directors' Responsibilities. Funeral directors will be held responsible for the actions of all vehicle drivers or others employed by them while within the grounds of the cemetery. The funeral director will be held responsible for all vehicles in a funeral procession. All vehicle and traffic regulations must be observed. The funeral director must ensure that vehicles are parked properly for a burial service. If a funeral director is not used, the person making funeral arrangements will be held responsible for the interment service.

Grave Opening and Closing. Only the Parks and Recreation Department may open a grave in a City cemetery. All interments and disinterments shall be done under the supervision of the Parks and Recreation Department and in conformance with all applicable health laws. All graves must be closed immediately following the burial ritual. The Parks and Recreation Department will close all graves.

Grave Soil. Excess soil will be removed from an interment site within 24 hours after burial. The mound of soil directly over the burial site will be removed within one week.

Columbaria and Mausolea. Owners of a private columbarium or mausoleum are responsible for interment or entombment; however, such activities must be performed under the supervision of the Parks and Recreation Department.

Lifting and Lowering Devices. Suitable devices for placing caskets, vaults, or other burial containers into earthen graves or mausolea, or such devices for removal of the same, may be requested from monument companies or funeral directors when planning a burial service. The operation of such devices shall be under the supervision of the Parks and Recreation Department. The Parks and Recreation Department does not provide devices for handling, lifting, or lowering.

After-Hours Interments. Interment services must be completed; graves, niches, or crypts must be closed; and all persons associated with the funeral must be out of the cemetery by 6 p.m. The funeral director or person responsible for the service will be charged an after-hours access fee as determined by the City Manager of the City of Greenville for any funeral-related activities occurring past 6 p.m.

Funeral Service Equipment. Any tents, chairs, lowering devices, or other temporary items used for a burial service must be removed within 24 hours after the funeral service by the rightful owner of such items.

Interfering Monuments. Any monuments or markers on a lot that interfere with the opening of a grave must be moved at the lot owner's expense before a grave will be opened. Any monuments temporarily placed on an adjacent lot must be returned to their proper location within five days.

PRIVATE WORK ACTIVITIES ON CEMETERY LOTS

Contractors. All persons who perform any private work of any description on any cemetery lot for which they do not own burial rights must be employed by a company with a current business license for the type of work performed. All work must comply with the rules and must be ordered by the owner(s) or heir(s) of the burial rights or an authorized agent of the heir. The owner(s) or heir(s) of the burial rights may perform general cleaning and upkeep to the structures and grounds on their cemetery lots. City employees performing their official duties on cemetery lots are excluded from these requirements.

Work Activities. Work activities on cemetery lots include, but are not limited to, installation, construction, maintenance, or removal of vaults, structures, utilities, or vegetation. These and all other work activities must be approved by the Cemetery Sexton prior to commencement.

Work Permits Required. No work of any description shall be done or placed upon a lot unless a permit has been obtained from the Parks and Recreation Department. This rule applies to the cutting of inscriptions, setting of markers, and the addition or removal of any monument, marker, slab, coping, corner post, cradle, or any other structure from the lot. This rule also applies to the installation, maintenance, or removal of trees or other

vegetation. This rule also applies to any other work activity. It shall be the responsibility of the contractor to provide the customers' names, lot numbers, and a description of the work activity. A separate fee may be charged for each monument, marker, or other item installed or removed. No vegetative or construction debris, supplies, or materials shall be allowed to remain longer than five days without the permission of the Cemetery Sexton.

Work Permit Fees. Fees for work permits shall be assessed at rates established by the City Manager of the City of Greenville. All fees for work permits must be paid before the work begins. A permit shall be valid for 30 days and may be extended for an additional 30 days upon approval of the Cemetery Sexton. If the fees are changed between the time the permit is applied for and the time the work is done, a grace period of 30 days will be allowed to complete the work at the previous fee. The person or agency requesting the permit must pay the difference if fees are increased and the work has not been completed in 30 days, or the permit will be void. All fees must be paid by check, money order, or credit card. No cash will be accepted.

Cemetery Structures. Cemetery structures include, but are not limited to monuments, markers, headstones, corner markers, gates, fences, walls, coping, cradles, slabs, ledgers, statues, benches, vases, trash receptacles, crypts, mausolea, columbaria, buildings, and any hardscape constructed or placed within a cemetery.

Structure Installation or Removal Permits. The work permit fees for the installation or removal of structures vary depending upon the structure. The fee for the installation or removal of individual grave markers more than 36 inches wide will be assessed at the rate established for monuments. All structures installed must comply with these rules and regulations or the contractor will be required to remove any non-compliant structures within five working days. Work permit fees will not be refunded for non-compliant structures and an additional work permit will be required for the replacement structure if installed after 30 days of the initial permit.

Hours for Work Activities. Hours for work activities will be Monday through Friday from 8 a.m. to 4 p.m. No work shall be done on Saturdays, Sundays, or City holidays without the approval of the Cemetery Sexton and the payment of an after-hours access fee in addition to the work permit fee. Work required for a burial service on a Saturday, Sunday, City holiday, or the following day will be allowed.

After-Hours Work Activities. Permission for after-hours (4 p.m. - 8 a.m. Monday through Friday or any time on a Saturday, Sunday, or City holiday) work activities must be requested at least one week in advance of the work. Any work in progress when a cemetery closes must cease or the contractor will be charged a fee for after-hours access. After-hours access fees shall be determined by the City Manager of the City of Greenville.

Temporary Movement of Monuments, Markers, or Other Structures. Arrangements must be made to replace any monument, marker, or other structure temporarily moved for burial service before a permit is issued for moving. All monuments or markers temporarily moved must be replaced within five days of moving.

Work Restrictions. No monument, headstone, vault, mausoleum, marker, or other similar structure that is offensive or unreasonably interferes with the maintenance and care of burial spaces or detracts from the appearance and dignity of the cemetery shall be erected, placed, or maintained in a City cemetery. No vault or mausoleum shall be erected or placed in the cemetery unless the plans and specifications thereof, the materials to be used in connection therewith, and the manner in which such vault or mausoleum is to be erected or placed in the cemetery have been approved by the Cemetery Sexton and a written permit issued for the purpose. The Cemetery Sexton shall approve such plans and specifications and permit the erection and maintenance of the structures when satisfied that such vaults or mausoleums are not offensive, will not unreasonably interfere with the maintenance and care of burial spaces or lots, and will not detract from the appearance and dignity of the cemetery.

Inspections. The creation, placement, and maintenance of monuments, headstones, vaults, mausoleums, or any work of any sort shall be subject to the supervision of the Cemetery Sexton. All structures or other items installed must comply with these rules and regulations or the contractor will be required to remove any non-compliant structures within five working days. Work permit fees will not be refunded for non-compliant structures and an additional work permit will be required for the replacement structure.

Structure Foundations. All foundations for monuments, headstones, and upright markers must be a minimum of four inches thick and shall be inspected by the Cemetery Sexton. Any non-compliant foundations must be removed within five working days.

Funeral Service Equipment. Any tents, chairs, lowering devices, or other temporary items used for a burial service must be removed within 24 hours after the funeral service by the rightful owner of such items.

Responsibilities of Contractors. Contractors shall be responsible for any damage to private cemetery lots or within the general areas of the cemetery that occurs during the process of work activities. Contractors will be held responsible for the actions of all persons employed by them while within the cemetery grounds. Contractors must immediately report to the Parks and Recreation Department any damage to trees, shrubbery, turf, signs, coping, lot markers, monuments, utilities, or structures caused by their personnel, vehicles, or work activities in the cemetery. Contractors must restore any damage to the turf, including the filling of ruts, the removal of any tire tracks, or other evidence of vehicles or equipment caused by work activities.

Interfering Monuments. Any monuments or markers on a lot that interfere with the opening of a grave must be moved at the lot owner's expense before a grave will be opened. Any monuments temporarily placed on an adjacent lot must be returned to their proper location within five days.

Maintenance Rights of the City. The Parks and Recreation Department exercises the right by law to enter upon any lot or single grave space to correct any hazardous

conditions, and to remove any dilapidated structure or undesirable vegetation that impairs the overall beauty and dignity of the cemetery. The Parks and Recreation Department will attempt to notify lot owners of such situations and provide them with the opportunity to make the necessary corrections. If lot owners have been notified of substandard conditions but have failed to correct those conditions in the time specified by the notification, any maintenance charges will be billed against the lot.

Advertising and Solicitation. No person shall bring into the cemetery, or display therein, any sign of any advertising nature other than those normally placed on vehicles, uniforms, or tents. No solicitations for work of any kind shall be allowed.

Waste Disposal. Contractors shall remove from the cemetery and legally dispose of any surplus or waste materials generated by their work activities daily and immediately upon the completion of their work. This includes any vegetative materials removed from cemetery lots. The Cemetery Sexton may require more frequent disposal of excessive waste or waste that may detract from a scheduled funeral or special event.

Noise. Loud conversations and offensive language are prohibited. The playing of amplified sound devices, or other noise-making devices is not permitted on cemetery grounds. All workers near an interment must cease operations and remain quiet during the service.

MEMORIALIZATION

Work Permits Required. No work of any description shall be done or placed upon a lot unless a permit has been obtained from the Parks and Recreation Department. This rule applies to the cutting of inscriptions, setting of markers, and the addition or removal of any monument, marker, slab, coping, corner post, cradle, or any other structure from the lot. It shall be the responsibility of the monument company or agent installing the structure to provide names, lot numbers, types, and sizes of structures for installations. A separate fee will be charged for each monument, marker, or other items installed or removed. No construction materials shall be allowed to remain longer than five days without the permission of the Cemetery Sexton.

Work Permit Fees. Fees for work permits shall be assessed at rates established by the City Manager of the City of Greenville. All fees for work permits must be paid before the work begins. A permit shall be valid for 30 days and may be extended for an additional 30 days upon the approval of the Cemetery Sexton. If the fees are changed between the time the permit is applied for and the time the work is done, a grace period of 30 days will be allowed to complete the work at the previous fee. The person or agency requesting the permit must pay the difference if fees are increased and the work has not been completed in 30 days, or the permit will be void. Permits for individual grave markers over 36 inches wide will be assessed at the rate established for monuments. All fees must be paid by check, money order, or credit card. No cash will be accepted.

Temporary Movement of Monuments or Markers. Arrangements must be made to replace any monument or marker temporarily moved for burial service before a permit is issued for moving. All monuments or markers temporarily moved must be replaced within five days of moving.

Hours for Stonework. No work shall be done on Saturdays, Sundays, or City holidays without the approval of the Cemetery Sexton. Hours for stone installations will be Monday through Friday from 8 a.m. to 4 p.m.

Inspections. The erection, placement, and maintenance of monuments, headstones, vaults, and mausoleums shall be subject to the supervision of the Parks and Recreation Department. All foundations for monuments, headstones, and markers must be a minimum of four inches thick and shall be inspected by the Parks and Recreation Department at the cost and expense of the person(s) applying for the work permit.

Stonework Restrictions. No monument, headstone, vault, mausoleum, marker, or other similar structure that is offensive or unreasonably interferes with the maintenance and care of burial spaces or detracts from the appearance and dignity of the cemetery shall be erected, placed, or maintained in a cemetery. No vault or mausoleum shall be erected or placed in the cemetery unless the plans and specifications thereof, the materials to be used in connection therewith, and the manner in which such vault or mausoleum is to be erected or placed in the cemetery have been approved by the Cemetery Sexton and a written permit issued for the purpose. The Cemetery Sexton shall approve such plans and specifications and permit the erection and maintenance of monuments, headstones, markers, or other structures when satisfied that such vaults or mausoleums are not offensive, will not unreasonably interfere with the maintenance and care of burial spaces or lots, and will not detract from the appearance and dignity of the cemetery.

Maintenance of Cemetery Structures. The Parks and Recreation Department does not routinely clean or repair damaged monuments, markers, coping, mausoleums, or vaults on private cemetery lots. Such work is not included in the perpetual care agreements and is the responsibility of the lot owners. The Parks and Recreation Department will attempt to notify lot owners if cemetery structures on their lots become hazardous or aesthetic blights. Hazardous conditions or blights on privately owned structures that have not been corrected in the time frame established by the notification may be corrected by the Parks and Recreation Department and the maintenance costs will be assessed against the lot.

Responsibilities of Monument Company. Monument companies or stone installation agents shall be responsible for any stone and/or turf damage incurred during the process of stone installation.

Monument Bases. Multiple monuments may be placed on a common base provided that the length of the bases does not exceed the allowable dimensions. Boxing or tiling placed at the back, front, or end of the base of the monument is considered a part of the base and will not be permitted unless it falls within the allowable dimensions.

Structure Restrictions: The length of the base of an upright structure shall not exceed 80% of the width of the lot and the width of the base shall not exceed 12 inches. Monuments and markers must be aligned with other monuments and markers in the same cemetery block. Individual grave markers or headstones shall be level with the ground and will be installed at the foot of the graves. Slabs or ledgers shall not exceed six inches above the ground. Individual markers over 36 inches wide shall be considered monuments. Benches, statues, and other upright structures shall be considered monuments.

Mausolea and Columbaria. No vault, mausoleum, or columbarium shall be erected or placed in the cemetery unless the plans and specifications thereof, the materials to be used in connection therewith, and the manner in which such vault or mausoleum is to be erected or placed in the cemetery have been approved by the Cemetery Sexton and a written permit is issued for the purpose. The Parks and Recreation Department must be provided with means of access into the mausoleum or columbarium. The fee for a work permit to install a mausoleum will be based on the number of crypts, and the fee for a work permit to install a columbarium will be based on the number of niches.

MONUMENT OR HEADSTONE RUBBING

Permit for Rubbing. Monument rubbing is not allowed without a permit from the Parks and Recreation Department. The person(s) making the request must specify all lot numbers from which a rubbing is desired. A permit must be applied for each time monument rubbings are to be taken. Violation of any headstone rubbing regulations will void the permit and be sufficient grounds to deny future requests by the individual or group in violation.

Permission from Lot Owner. A permit for monument rubbing will not be issued without written authorization from the owner(s) of the lot(s) containing the monuments to be rubbed, except for those lots in which the owner is deceased, no heirs have been identified, and no burials have occurred on that lot for at least 70 years. It is the responsibility of the person(s) requesting the permit to secure written authorization from the lot owner(s).

Acceptance of Responsibility. The person(s) making the request must sign an agreement accepting full responsibility for any damage to monuments or the grounds incurred by the rubbing activities. Monument rubbings will be limited to structurally sound stones only. Any stones that are cracked, split, spalling, flaking, or have seams may not be rubbed. All monument rubbings must be done under the direct supervision of a responsible adult over 18 years of age. The Parks and Recreation Department will not be held responsible for any injuries incurred from stone rubbing activities.

Rubbing Preparations. Cleaning of stones for rubbing shall be limited to dusting with a soft brush. Wire brushes are strictly prohibited. Lichens or moss growing on the stone shall not be removed.

Rubbing Media. The entire area to be rubbed shall be covered with paper held in place by masking tape. Inks, felt marking pens, or fiberglass tip marking pens are not allowed for monument rubbing. Chalk, crayons, or graphite are acceptable media. All tape and paper must be completely removed from the lot, and all rubbish properly disposed of in trash receptacles or removed from cemetery property.

SPECIAL ACTIVITIES OR EVENTS IN CEMETERIES

Approved Activities. Any special activity or event on cemetery property must be approved by the Parks and Recreation Department Director and obtain a City of Greenville Special Event Permit. Permissible activities include but are not limited to: holiday/memorial services; monument unveiling ceremonies; educational, historical, or cultural awareness tours; public recognition ceremonies; religious events; family or church gatherings; photography or nature appreciation activities; and conservation, beautification, or cemetery improvement activities.

Restricted Activities. Athletic events, treasure hunting, loud gatherings, weddings, and other activities or events determined to be offensive, disrespectful, or disruptive to the dignity and character of the cemetery will not be permitted.

After-Hours Activities. Permission for after-hours (6 p.m. - 8 a.m.) activities must be requested at least three weeks in advance. After-hours fees at rates fixed by the City Manager of the City of Greenville shall be paid in advance of after-hours activities. Additional security may be required by the Cemetery Sexton.

Children. Groups with children under age 16 must have at least one responsible adult chaperone per every 10 children.

Activity Conflicts. Burial services shall have precedence over special activities or events in cemeteries. Groups may be asked to move or leave an area where burial services are scheduled.

CONDUCT OF PERSONS IN CEMETERIES

Clothing. Clothing should be respectful to the customers and visitors of the cemetery. Shirts and shoes must be worn at all times. Bathing suits or clothing with offensive prints or designs are not allowed.

Alcohol. No beer, wine, liquor, or other alcoholic products are permitted within the cemetery grounds. No intoxicated or otherwise disorderly persons will be permitted on the grounds.

Smoking. Smoking is not allowed in any building or structure within the cemeteries or within 50 feet of any fuel container. Cigarette butts shall be removed from the cemetery by the smoker. Littering is not allowed.

Children. No person under the age of 16 shall be permitted into the cemetery without the direct supervision of a responsible adult.

Advertising and Solicitation. No person shall bring into the cemetery, or display therein, any sign of any advertising nature other than those normally placed on vehicles, uniforms, or tents. No solicitation for work of any kind shall be allowed.

Waste Disposal. Visitors should use established containers for the disposal of rubbish, waste, and debris. Littering is prohibited. Lot owners may place vegetative waste from their lots on the road shoulder to be picked up by maintenance personnel.

Noise. Loud conversations and offensive language are prohibited. The playing of amplified sounding devices, or other noise-making devices is not permitted on cemetery grounds. All workers near an interment must cease operations and remain quiet during the service.

Intrusion. Casual visitors to the cemetery who are not members of the funeral procession or funeral party may not intrude upon a funeral party or loiter about an open grave. Any persons or vehicles near a funeral service that are not a part of the service should leave at once. Vehicles or equipment should not operate within sight of a funeral service.

Athletic Events. No person shall engage in any athletic event while on cemetery grounds.

Treasure Hunting. Treasure hunting is not allowed. Metal detectors are prohibited except for surveying and utilities. No artifacts are to be removed from the cemetery without the permission of the Cemetery Sexton.

Open Flames. Fire hazard is generally high in City cemeteries. Debris burning, bonfires, lighted candles, torches, and open flames of any type are not allowed without the permission of the Cemetery Sexton.

Animals. All pets must be on a leash held by a person while in the cemeteries. No animals, except guide dogs, shall be allowed in any of the cemetery buildings without the written permission of the Cemetery Sexton. The owner or keeper of any animal that trespasses on cemetery grounds shall be liable for any damage caused by said animal. Animal owners are responsible for removing all animal waste. The City shall not be liable for any damage done by animals and does not assume responsibility for keeping animals out of the cemeteries. No horses or large animals are allowed in the cemetery without written permission from the Cemetery Sexton.

Respect for Property of Others. No person or persons shall sit or lean on monuments, markers, or statues. Any person who causes damage, either intentionally or unintentionally, to public or private property will be held accountable for that damage.

VEHICLE AND TRAFFIC REGULATIONS

Responsibilities of Agencies. Funeral directors, monument companies, tour guides, and other agencies will be held responsible for the actions of all vehicle drivers or others employed by them while within the grounds of the cemetery.

Funeral Processions. All funeral processions must be accompanied by a funeral director with a City of Greenville business license. The funeral director will be held responsible for all vehicles in a funeral procession. All vehicle and traffic regulations must be observed. The funeral director must ensure that vehicles are parked properly for a burial service.

Speed Limit and Traffic Rules. Vehicles must observe a speed limit of 15 miles per hour and must stay on the right-hand side of the cemetery roadway. Vehicles shall not be driven on roadways that are flooded or otherwise unsafe for normal vehicle operation.

Parking. Vehicles shall not park or come to a full stop in front of an open grave unless such vehicles are in attendance at the funeral. Vehicles shall not drive or park on gravesites or in open areas of turf. Vehicles must park in designated parking areas on the shoulders of the cemetery roadways. Vehicles must not block roadways from other traffic. Engines should not be left idling while vehicles are parked except for authorized maintenance vehicles in which engine power is required for maintenance operations.

Monuments and Markers. Under no circumstances shall a vehicle be driven over monuments or markers in the cemetery except during funeral services.

Damage Reporting. Vehicle operators must immediately report to the Cemetery Sexton any damage to trees, shrubbery, turf, signs, coping, lot markers, monuments, utilities, or structures caused by the vehicle in the cemetery except during funeral services.

Permitted Off-Road Activities. The following vehicles will be allowed to operate over gravesites and in open areas of turf under the direct supervision of the Cemetery Sexton for approved activities, with appropriate turf tires or on pads that are a minimum of three and one-fourth inches thick, when the specified activity cannot be reasonably completed from the road shoulder:

- Tractors, riding mowers, spray vehicles, and other equipment used specifically for grounds maintenance activities
- Trucks, brush chippers, leaf vacuums, and other equipment used for debris removal operations after severe weather incidents
- Backhoes, trenchers, and other equipment used for utility installation and maintenance
- Backhoes and other equipment used for grave opening
- Trucks and equipment for hauling soil from grave openings
- Hydraulic lifts, boom trucks, loaders, and other equipment handling monuments that weigh over 400 pounds
- Hydraulic lift devices used for disinterments

- Personal wheelchair and other specialized medical equipment to allow access to disabled persons
- Other equipment authorized by the Cemetery Sexton required for cemetery maintenance activities that cannot be reasonably completed from the road shoulders

Restricted Off-Road Activities. Vehicles used for the following operations are strictly prohibited from operating over gravesites or in open areas of turf unless specifically authorized by the Cemetery Sexton:

- Hearses, limousines, or other vehicles used in funeral processions
- Vehicles and equipment used for transporting persons or small equipment
- Trucks and equipment used for placing vaults, tents, chairs, and monuments weighing 400 pounds or less
- Trucks used for the removal of flowers, decorations, and regular debris from cemetery lots
- Tour vehicles, recreational vehicles, and buses
- All other vehicles not specifically authorized by the Cemetery Sexton

Restoration of Turf. The operator of a vehicle used on a turf area must restore any damage to the turf before leaving the area, including the filling of ruts and the removal of any tire tracks or other evidence of vehicles or equipment.

TOURISM REGULATIONS

Types of Tours. Cemetery tours may be conducted by walking, bicycles, tour service vehicles, or other means approved by the Parks and Recreation Department Director. Tours may be conducted between the hours of 8 a.m. and 6 p.m. seven days a week.

Acceptable Vehicles. Tour service vehicles may include standard automobile, limousine, bus, van, or trolley-type vehicles that are compatible with and not damaging to the infrastructure and ambiance of the cemeteries.

Tour Registration. All cemetery tours must register with the Parks and Recreation Department during normal work hours before entering a City cemetery. Normal work hours are 8 a.m. to 6 p.m. Monday through Friday, excluding City holidays.

Tour Conflicts. Tours may be prohibited from areas with open graves or funeral services. The Cemetery Sexton or their designated representative has the discretion to exclude tours from any portion of any cemetery. The tour guide must prevent guests from intruding upon any private service. Any tours or tour vehicles near a funeral service should leave at once. Tour vehicles should not operate within sight of a funeral service.

Tour Guides. All cemetery tours must have a tour guide who is responsible for the tour party. The tour guide must have a City of Greenville Special Event Permit to direct a tour in any cemetery. The tour guides must be familiar with and agree to abide by the rules and regulations for City cemeteries. Tour guides are responsible for the tour service vehicles and must follow the speed limit and traffic rules. No alcohol or loud conversations

will be permitted on cemetery property. Guests shall not be allowed to intrude upon a funeral party or loiter about an open grave. Tour guides must stay on the public rights-of-way within the cemetery and not enter or allow their guests to enter cemetery lots.

Waste Disposal. Each tour must provide its own means of waste disposal. No garbage from a tour, including cigarette butts, is to be left on cemetery property.

Restroom Facilities. There are no restroom facilities for tours or groups within the cemeteries. Tour guides should encourage guests to use restroom facilities before entering a City cemetery.

Damage Reporting. The tour guide shall immediately report any damage to trees, shrubbery, turf, coping, lot markers, roadways, or structures caused by the tour, the tour vehicle, or guests of the tour to the Cemetery Sexton. The tour company will be responsible for compensating the City for any damages caused to City property.

After-Hours Tours. Permission for after-hours (6 p.m. - 8 a.m.) tours must be requested at least two weeks in advance of the tour. Any tour in progress when the cemetery closes will be charged an after-hours access fee. After-hours fees shall be determined by the City Manager of the City of Greenville.

FILMING REGULATIONS

Filming Allowed. Persons are allowed to photograph cemetery scenery for personal use. No photographs of any cemetery shall be published without the permission of the Parks and Recreation Department Director. Permission is required from the owner of any structure on any cemetery lot that is to be photographed for publication.

Filming Operations. These rules pertain to the entire filming operation from set-up to clean-up and anytime a person from any organization involved with the filming is on the site. All operations shall comply with these rules and regulations; no exemptions are expressed or implied. All operations shall be conducted under the supervision of the Cemetery Sexton or their representative.

Locations Manager. All filming operations must have a single contact person responsible for the filming operation. The locations manager must be familiar with and agree to abide by all rules, regulations, and special requirements. The locations manager will be held accountable if any violations of the rules, regulations, or special requirements occur.

Permit Required. All persons wishing to film in a City cemetery must request a City of Greenville filming permit at least two weeks in advance of filming during normal office hours or three weeks in advance of filming after-hours. A permit will not be issued until the locations manager visits the sites to be filmed with the Cemetery Sexton or their representative and reviews all of the scenes that will be filmed. The dates and times must be confirmed and all fees paid before a permit will be issued. Any changes in the schedule will require an additional permit and additional fees if applicable.

Film Permit Fees. Filming during normal office hours will be charged the same fee as the after-hours access fee. Filming after-hours will be charged twice the after-hours access fee. Film permit fees are nontransferable and nonrefundable. An additional film permit fee will be charged for each additional scene that will have crew members present at the same time.

Special Requirements. No exemptions from the rules and regulations are expressed or implied. Permission for any non-compliant activities must be requested during the permitting process and, if approved, must be included on the approved film permit.

Restrictions. Filming of any areas within the cemetery not specifically pre-approved will result in the cancellation of the film permit and any future permits requested by the filming operations company.

Film Crews. All production persons, actors, coordinators, technicians, and support persons involved with the filming must answer to the locations manager. All persons must arrive at each scene and leave each scene as a group. If crews must be located at different scenes at any given time, an additional film permit fee will be charged for each additional scene.

Trespassing. All persons and equipment must stay on roadways or in general areas of the cemetery and shall not trespass on any cemetery lot without the permission of the owner or heir to the burial rights of that lot. The locations manager will be held accountable for any damage to public or private property.

Restoration. Any areas modified by the filming operation must be fully restored to their previous condition. All equipment, supplies, and materials of the filming operation must be completely removed from the cemetery. All garbage, waste, and debris must be removed and legally disposed of.

SPECIAL REGULATIONS

Monuments, Markers, Slabs, and Ledgers. Only one monument will be permitted on each lot. The base of the monument shall not exceed 80% of the width of the lot and the front of the base shall be three feet from the rear lot line. No boxing or tiling shall be placed at the back, front, or end of the base of the monument. Individual grave markers (or headstones) shall be level with the ground and will be installed at the foot of the graves. Slabs or ledgers shall not exceed six inches above the ground.

SPECIFIED RIGHTS RETAINED BY THE CITY

The City of Greenville reserves the right to enlarge, reduce, replant, and/or change the boundaries or grading of the cemeteries or a section or sections, from time to time, including the right to notify and/or change the locations of or remove roads, drives, and/or walks, or any part thereof, is hereby expressly reserved. The right to lay, maintain, and

operate, alter, or change pipelines and/or gutters for sprinkling systems and drainage is also hereby expressly reserved.