

Harpersfield Township
Cemetery Rules and Regulations
November 2, 2015

The Harpersfield Township Cemeteries are operated under the Management of the Harpersfield Township Board of Trustees.

1. A resident of Harpersfield Township for the purpose of purchasing a cemetery grave shall be described as follows:
 - a. Any person who is a resident of Harpersfield at the time of the grave purchase.
 - b. Any person living in a public institution but whose last permanent home address was in Harpersfield Township.
 - c. Any person in Military Service whose last permanent home address was in Harpersfield Township.
2. A resident of Harpersfield Township may purchase a grave to bury a non-resident member of his/her immediate family at the resident price. Immediate family shall be spouse, children, grandchildren, grandparents, parents, brothers and sister.
3. Cemetery Graves shall be purchased from the Township Fiscal Officer, Cemetery Sexton or Township designee. The Township Fiscal Officer shall record the deed thereto, after assuring that said Graves are not already owned. We accept Cash or Check made payable to "Harpersfield Township." Graves held for a purchaser without payment must be paid for within 90 days and can then be sold to any other purchaser.
4. Ownership of Cemetery Graves shall not be transferable except in the case of death of the owner, when lots may be transferred to immediate family or by court order such as divorce.
5. Unused graves may be sold back to Harpersfield Township (up to 10 years from the original date of purchase) for the original purchase amount less the current transfer of deed fee.
6. No Graves shall be sold in less than the platted dimensions.
7. Normal burial hours are from 10:00 AM to 2:00 PM Monday through Friday... Saturday burials and burials scheduled after 2:00 PM will require an additional fee as set by the township trustees. There will be no burials on Sundays or holidays (New Year's Day, Presidents Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving or Christmas).
8. Permanent vaults are required for all Full Burials. Vaults are not required for cremation Burials, but cremation remains must be in an urn or other sealed container.
9. One Cremation or Infant may be buried after a Full Burial or Cremation Burial has been made in the same grave. Maximum of 2 burials per grave.
10. No pets/animals shall be buried at any place in Harpersfield Township Cemeteries.

11. Illegal drugs and alcohol are prohibited on cemetery grounds.
12. The Road Superintendent or Cemetery Sexton shall be responsible for coordinating burials. He is empowered to accept Grave Opening Fees, which shall be turned over to the Township Fiscal Officer, along with a notation of the Burial with the following information: the cemetery; the grave owner, the name of the deceased, section number, lot number and grave number and whether full burial or cremation... Before any burial is arranged, the Road Superintendent/Cemetery Sexton shall confirm the Grave Number with the Cemetery deed book.
13. No person shall be buried unless a Deed of Proof of Ownership acceptable to the Trustees is presented. Indigent burials are exempt.
14. The method of disposition for indigent burials is cremation; burials will be in a grave selected by the Cemetery Sexton.
15. Disinterment of any remains whether full burial or ashes will require the requesting party to obtain a court order for the removal. Arrangements for transport of the remains must be made by the requester through a funeral director. The township will not transport any remains.
16. The maximum monument width on a single grave shall be 36 inches.
17. The maximum monument width on a double grave shall be 72 inches.
18. Continuous footers are not permitted.
19. Cemeteries are closed from dusk to dawn.
20. Planting of trees, shrubs and/or bushes is prohibited.
21. Planting of flowers or placing of urns is permitted but no more than 14 inches from the headstone and a maximum height of 24 inches. All urns, planting receptacles, baskets, etc., must be removed by November 1st, annually.
22. Artificial winter holiday decorations and artificial flowers are permitted only from November 1st to March 1st.
23. Toys, ornaments, metal designs, ceramic figurines, home-made markers, lighting, etc., are prohibited unless they are securely placed upon the monument and do not interfere with the upkeep of the grave site by cemetery personnel.
24. Placing of stone, limestone, wood chips, edging, wood borders, etc. anywhere within the cemetery lots is prohibited.
25. Harpersfield Township reserves the right to remove and dispose of any items it deems inappropriate, offensive or poses a danger to visitors or maintenance workers.

26. Harpersfield Township is not responsible for any flowers or articles left at the cemetery.
27. Harpersfield Township shall assume NO responsibility for damages in the case of any marker, memorial, urn, and shrub or planting being damaged in any way during the regular course of lot care, maintenance, vandalism or subsequent burials.
28. Any accidents, damage to any graves, monuments or cemetery property must be reported to supervisor/trustees in a timely fashion. Failure of cemetery personnel to report such incidents could result in disciplinary action against the employee.
29. Only vehicles used by individuals visiting a place of internment or have other business with the cemetery are permitted on Township Cemetery Property.
30. Walking or exercising of pets is prohibited.
31. No monument shall be delivered to the cemetery until the Sexton has notified the firm requesting a foundation that the foundation has been installed. Cemetery personnel shall not place upright markers.
32. Monument footers will be poured only twice a year, May and October.
33. Harpersfield Township reserves the right to exchange graves when they are deemed unusable for reasons such as trees, driveway encroachment or any other reason that makes them unusable.
34. Harpersfield Township reserves the right to arrange a false burial when weather, cemetery conditions or other adverse circumstances require. Arrangements will be made with the funeral director for later actual internment.
35. Cemetery flags shall be lowered to half-mast for veteran funerals.
36. In accordance with Senate Bill 175, the Township shall inter the remains of a fetal death in either:
 - 1) A single grave that contains or will contain the remains of a parent, sibling, or grandparent
 - 2) Another location in the cemetery including a separate burial ground for infants whether on a temporary or permanent basis.
37. Exceptions and Modifications: Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Township therefore reserves the right without notice to make exceptions, suspensions or modifications to any of the Rules & Regulations and in no way be construed as affecting the general application. Any exception or modification will need the approval of the Trustee in charge of the cemetery.
38. These rules and regulations can be amended at any time by a majority vote of the Harpersfield Township Trustees.