

Head of Christiana Cemetery Board Association

Mailing Address: 1104 West Church Road, Newark, DE 19711

Office 302-273-3682, Susan Brook

HOCcemetery@gmail.com

Cemetery's Physical Address: 1100 West Church Road, Newark, DE 19711

Rules and Regulations, Head of Christiana Cemetery Board Association

(Effective 4/1/2022)

The Head of Christiana Cemetery is a not-for-profit corporation located on Church Road, Newark, Delaware. It is managed and operated by a volunteer Board of Directors which is guided by adopted By-Laws. Cemetery income is mostly derived from the sale of burial plots, fees, charitable donations, bequests, and investments. All expenditures are made for the operation and maintenance of the Cemetery. These rules and regulations may be changed at any time by a majority vote of the Board of Directors.

Contact with the Cemetery, inquiries regarding purchase of lots, or burials may be achieved by contacting Susan Brook via email at hoccemetery@gmail.com, or via telephone at 302-273-3682.

When a lot or niche is purchased, the owner can expect that the Cemetery will maintain the grounds and facilities, in perpetuity, but it is not responsible for damage to or repairs of memorials, unless such damage is caused by the gross negligence of Cemetery employees or contractors directly engaged by the Cemetery.

Plots are 4' X 4' and 4' x 8' and are numbered. Please see the [price list](#) for the allowed number and types of burials for each size lot. A deed will be issued by the Cemetery Association upon **full** payment and completion of the required information form.

All full (corporeal) burials shall be contained within a sealed casket and be incorporated within a cement burial vault. Natural burials (non-embalmed bodies) must be placed in sealed casket and cement burial vault. No less than 30" soil depth is required from the top of the vault to ground level. Double deep burials are permitted so long as the second (latter) burial allows for 30" of soil coverage.

Cremation urns may be buried without a cremation vault if the urn or receptacle is sealed. The top of the urn must be covered with at least 30" of soil. No more than two cremation interments are permitted in each 4' x 4'. No more than four cremation interments are permitted in each 4' x 8' plot. No scattering of ashes is permitted. As many as two interments are permitted in each Columbarium niche.

Any marker placed on a 4' x 4' plot must be, without exception, flat. All other types of monuments and markers must be approved. Please have your monument company contact us. There is a form for them to complete before any headstones or markers can be installed.

Fees for various items and services are detailed in the current "Cemetery Price List" and are subject to change at the sole discretion of the cemetery.

If it is necessary to move a memorial to excavate a grave, an additional fee shall be added to the grave opening/closing fee to allow the compensation necessary to reinstall the memorial to meet required installation standards. It is noted that this may become an issue when a full burial occurs in a plot which already has a memorial installed.

A U.S. Driver's License, State ID, or other documentation is required for the purchase of burial plots. We will also ask for other data (i.e., address, phone number(s) and email(s), so that if a problem arises in the future, we may contact you. Cash, Check or Cashier's Check is accepted for payment. To bury in an existing lot that you or your family owns, requires presentment of the original deed issued, before the burial can occur. If a lost deed needs to be replaced, there is \$50 fee for reissue. No burial/interment or memorial placement is permitted without cemetery approval.

No trees, bushes vines or other permanent plants are permitted. Grave decorations are permitted during Christmas, Easter, Memorial Day, Mother's Day, Father's Day, and any other time specifically permitted by the cemetery. Flags on veteran's graves are permitted. Such decorations shall be in good taste and not constitute a danger. Said decorations will be removed by the cemetery and disposed of at a time determined by the cemetery after 30 days the event has passed. No decorations will be retained; if you wish to keep decorations for future use, please remove them earlier than 30 days after placement.

Memorial requirements and standards are detailed in the cemetery form, [Application to Install Memorial and/or Vase Assembly](#) which may be found on our website www.HOCCemetery.com.

The cemetery is open from dawn to dusk.

No equipment is to be left in the cemetery overnight or when not in use without cemetery approval.

Vehicles other than equipment needed to maintain grounds, excavate graves or install memorials shall only be driven on established roadways within the cemetery.

The firm or person engaged to excavate and refill a grave shall exercise care not to damage memorials by running heavy equipment over or into them. In situations when it is necessary to run over or move memorials, the contractor will take the steps necessary to prevent damage.

Any damage that results from an excavator's activities shall be fully corrected at the excavator's expense and is subject to approval by the cemetery. Furthermore, it is the

responsibility of the excavator to restore the grave to ground level and if settlement occurs within the first year after burial, the excavator will add enough soil to reach ground level.

Funeral Directors or others who engage excavation contractors are responsible for proper notification of the contractor of the above requirements and are financially responsible in the event the contractor does not fully abide by these requirements.