



Laurel  
Hill

# Rules & Regulations

Revised December 2022

Subject to change at any time without requiring public notification  
All changes are made at the discretion of the Cemetery Board of Directors and Management.

Laurel Hill East

215-228-8200  
3822 Ridge Avenue  
Philadelphia, PA 19132

Laurel Hill West & Laurel Hill Funeral Home

610-668-9900  
225 Belmont Avenue  
Bala Cynwyd, PA 19004

## Rules & Regulations

# Welcome to Laurel Hill

**CEMETERIES • FUNERAL HOME • ARBORETUM**

*Laurel Hill Cemeteries are privately owned 265-acre, non-denominational and non-profit cemeteries.*

*We serve each family with the utmost care and provide services and merchandise which exceed the family's expectations.*

*We hold ourselves to the highest standards and these Rules and Regulations which govern our cemeteries act as our guiding principle for the good of all individuals and to maintain the cemeteries' elegance and beauty.*

*We are honored you have chosen us to be of service to you, your family and friends.*

*Sincerely,  
The Laurel Hill Family*

# Rules & Regulations

These “Rules and Regulations” of Laurel Hill Cemeteries are adopted for the protection of all lot owners and the preservation of the natural beauty of the cemetery grounds. All owners and visitors within the cemetery and all lots, single graves, crypts, niches and other interment space conveyed shall be subject to these “Rules and Regulations”. Any amendments or alterations as adopted by the Board of Directors of Laurel Hill Cemeteries and the reference to these “Rules and Regulations”, in the Retail Installment Contract to the property, shall have the same force and effect as if set forth in full therein.

Laurel Hill is a non-profit corporation controlled by a Board of Directors managed solely for the benefit of the holders of burial rights. The interests of the burial right owners shall be represented exclusively by the Directors who shall have exclusive power and authority to direct the affairs and management of the corporation as they deem appropriate and in the best interests of the burial right owners. Our Board is made up of eight individuals; two of these members are heirs to the founding family. The shares owned can be transferred but have no monetary value and shareholders do not receive dividends because we are non-profit.

## **HOURS OF OPERATION**

1. The cemeteries are open to visitors daily including Sundays and Holidays. Please see below for gate hours:

7:00 AM to 6:00 PM EST  
7:00 AM to 5:00 PM DST

2. **The Main Office of Laurel Hill West is located inside our Funeral Home**

Monday through Friday from 8:00 AM to 4:30 PM  
Saturday from 9:00 AM to 3:00 PM  
Sunday from 10:00 AM to 2:00 PM

3. Chapel of Peace Hours: 8:00 AM – 4:00 PM Monday thru Saturday  
9:00 AM – 4:00 PM Sundays and Holidays

4. **The Main Office of Laurel Hill East**

Monday through Friday from 8:00 AM to 4:30 PM  
Saturday and Sunday from 9:30 AM to 4:30 PM

**A Representative is always available to assist families. Please call 610-668-9900**

5. Burials, entombments in a mausoleum, or inurnments in a niche may take place during the following hours:
  - a. Monday through Sunday from 9:00 AM to 2:00 PM
  - b. No interments: Thanksgiving Day, Christmas Day and Easter Day
  - c. Holiday Services: Scheduled by special arrangement
  - d. Sunrise and Twilight Services: Scheduled by special arrangement

# Rules & Regulations

## **ADMISSION TO CEMETERY**

The cemeteries its grounds and buildings are the private property of Laurel Hill Cemeteries. Therefore, the cemetery reserves the right within its sole discretion to compel all persons entering to have proper identification, require all vehicles to drive at a speed not exceeding 15 mph and to refuse admission or use of any facility at anytime to any person or business when the cemetery may deem such admission or use of facilities are contrary to the best interest of the cemetery and its lot owners. We welcome dogs and ask that you keep them leashed while on our grounds.

*All persons should behave in a considerate, dignified and respectful manner while on the premise of the cemetery and in its facilities.*

## **CEMETERY MANAGEMENT IN CHARGE OF FUNERALS**

All funerals entering the cemeteries shall be under the supervision and control of cemetery management and need to abide by our rules and regulations.

Any funeral home arriving after 2:00 PM Monday thru Sunday for an interment will be required to pay an overtime charge.

All funeral directors are responsible to call the cemetery 15 minutes prior to arriving to ensure all cemetery arrangements are ready for the family. All funeral directors are responsible to call the cemetery if they will be more than 15 minutes late.

Cemetery employees overseeing the burial will be scheduled for the interment at the time confirmed by the funeral director. If the funeral arrives more than 30 minutes late the cemetery reserves the right to re-assign the employees to another burial or task until funeral arrives. (Any funeral home arriving 30 minutes late for their scheduled interment will be required to pay a late charge.) The cemetery shall be in no way liable for any delay caused by late arrivals.

## **INTERMENT POLICIES AND PROCEDURES**

### **Who May Be Interred**

The cemeteries may inter the remains of any lot owner or any person having a vested right of interment in any lot upon the execution and filing of a written authorization or by a person having the right to inter such remains. Such authorization shall be on forms approved by the cemetery and filed at the office of the cemetery unless there are written instructions regarding the right of interment to the contrary previously on file in the office of the cemetery.

The cemetery may inter the remains of any person not having a vested right of interment upon written authorization of any owner of record. (See Property and Interment Rights of Lot Owners, Immediate Family or Relatives and Divorce.)

### **Charges**

All fees for an interment and disinterment must be paid prior to the interment or disinterment.

# Rules & Regulations

## **INTERMENT POLICIES AND PROCEDURES Cont'd**

### **Notice for Interment and Conflicts Between Funerals**

The cemeteries must be notified of an interment or disinterment at least 48 hours (not including Sunday or Holidays) prior to any interment or disinterment. In the absence of proper notice, additional charges may be imposed.

If two or more funerals conflict with each other, (within 100 yards), the cemeteries may delay whichever funeral arrives second.

### **Consent of Cemetery**

No interment, entombment or inurnment of human remains will occur without the consent and approval of the cemetery

### **Authorizing an Interment – (See Form: Why Families Meet with Cemetery)**

All family members responsible for the deceased must meet with their Family Service Representative to review services to be performed during the interment, charges, rules and regulations and to acquire authorization of interment and approval of interment location.

The cemeteries will not prepare the burial location for an interment until authorization and payment for property and all fees associated with interment has been received.

The cemeteries are not responsible for mistakes resulting from the family's failure to physically inspect and authorize the interment site or to meet with their Family Service Representative prior to the interment.

### **No Interment Permitted Unless Property and Interment Charges Are Paid.**

No interment can occur in any property unless property and interment fees are paid in full. Payment can be made with credit card, cashier check or cash.

### **Outer Burial Containers Required**

Our cemeteries require an outer burial container approved by the cemeteries for every earth interment.

The cemeteries assume no responsibility for the failure of any outer burial container or damage to any casket or urn after the container has been closed.

No outer burial container is needed with green burials in our Nature's Sanctuary and Valley View Green sections..

### **Entombment**

For safety reasons, the cemeteries do not permit families to view an entombment in the Mausoleum of Peace or Pines Terrace Mausoleum. The funeral director and the cemetery representative will oversee the final completion of an entombment.

The casket for each entombment in the Mausoleum of Peace and Pines Terrace Mausoleum must fit within the dimensions of the crypt. The funeral director is responsible to inform the cemeteries if an oversized casket was needed and other arrangements for interment will need to be made.

All entombments in the Mausoleum of Peace and Pines Terrace Mausoleum require a casket tray and a protective wrap which is provided by the cemeteries. (Families may request Ensure-A-Seal for an additional cost.)

# Rules & Regulations

## **INTERMENT POLICIES AND PROCEDURES Cont'd**

### **Inurnment**

Prior to an inurnment into the Chapel of Peace, Mausoleum of Peace or Pines Terrace Mausoleum or Section S Community Mausoleum, the funeral director is responsible to give the cemeteries the dimensions of the urn to ensure the niche will accommodate the urn.

### **Delays in Interments Caused by Protests or Non-Compliance with Rules**

The cemeteries are not liable for any delay in the final disposition where a protest to the interment/entombment/inurnment has been made or where the rules and regulations have not been complied with. The cemeteries reserve the right, under such circumstances to refuse to accept the body or to inter/entomb/inurn until the rights of all parties has been determined. The cemeteries require any protests to be executed by a court order and filed in the office of the cemetery prior to the final disposition.

### **Property Interment**

The cemeteries reserve the right to control the number of interments in any lot, lawn crypt, mausoleum crypt or niche.

### **Inclement Weather and Dangerous Turf Conditions (At Cemetery Discretion)**

The cemeteries encourage traditional graveside interment ceremonies except when weather and/or terrain conditions are hazardous or dangerous around the burial lot. For the safety of our visitors, tents and chairs will not be permitted during severe weather conditions and high winds or if the terrain is un-level.

During severe weather conditions, such as heavy snow, freezing rain, sleet, lightening, high winds, the cemeteries reserve the right at its sole discretion to delay a burial until conditions improve and conditions are determined safe.

### **Temporary Storage**

The cemeteries offer temporary storage of casketed remains while a private mausoleum is built. A monthly fee will be assessed and must be paid prior to the permanent interment. The cemeteries, at their discretion, has the right to waive this fee.

If temporary storage exceeds three-months the cemeteries have the right to cancel any property contract and apply those monies to the temporary crypt until permanent interment finalized.

## **DISINTERMENTS**

Disinterment of remains contrary to the expressed wishes of all person(s) having the paramount right to dispose of the remains and the original lot owner is not permitted by the cemeteries.

### **Requirements for Disinterment**

Prior to disinterment, the cemeteries require either a valid order from a court having the jurisdiction or a written consent of all person(s) having the right to dispose of the remains and all lot owners. In the case of an approved disinterment within the cemeteries, the cemeteries require permits, payment and a "hold harmless" release from all responsible parties such as legal representatives and/or personal representatives and/or next of kin.

# Rules & Regulations

## **INTERMENT POLICIES AND PROCEDURES Cont'd**

### **Care in Removal**

The cemeteries exercise due care in making a disinterment or removal. The family understands the cemeteries shall assume no liability for damages to any casket, outer burial container or the remains contained therein incurred in making the disinterment and removal.

## **PROPERTY AND INTERMENT RIGHTS OF LOT OWNERS, IMMEDIATE FAMILY OR RELATIVES AND DIVORCE.**

### **Property Rights of Lot Owners**

The ownership of interment rights as governed by these rules and regulations and any amendments thereto, sets forth all rights and duties between the cemeteries and any lot owner, direct descendant, representative, relative or any person claiming any right or interest by, through, or on behalf of any of the foregoing. Oral statements shall in no way bind the cemeteries.

*The Retail Installment Contract* conveys to the owner, his or her Executors, administrators and assigns, as an Incorporeal Hereditament, the use of a perpetual right of interment of human remains. The Retail Installment Contract does not convey any right of ownership in the land, Mausoleum or other structure within which the right of interments is granted. Ownership of the land or Mausoleum remains with the cemeteries.

*Record Owner* means the individual(s) named on the instrument of conveyance, issued and of record that will be presumed to be the owner(s) of the right of interment unless the cemeteries receive written notice to the contrary.

The record owner(s) have the following rights:

- To sell or transfer interment spaces that has no interments
- To make or revoke assignments of burial rights
- To place restriction on future interments
- To have a memorial installed of approved size and design by the Cemetery

The owner(s) shall notify the cemeteries and execute such documents and pay such charges as are fixed by the cemeteries.

The above rights are in addition to any legal rights granted by Statute or other rights granted in these Rules and Regulations, provided such rights are exercised within the policies and procedures established by the cemeteries and/or outlined within these Rules and Regulations.

After the last record owner or heir dies, all remaining uncommitted or unused burial rights, become the property of the estate as per the laws of the Commonwealth of Pennsylvania. Unless and until said laws are complied with, there shall be no further transfers, assignments, interments or disinterments that shall be contrary to the prior written wishes of the owner(s) or statute.

## Rules & Regulations

### **PROPERTY AND INTERMENT RIGHTS OF LOT OWNERS, IMMEDIATE FAMILY OR RELATIVES AND DIVORCE Cont'd**

#### **Interment Rights of Lot Owners, Immediate Family or Relatives**

A lot holder has a right of interment unless that right has been waived by assignment or written declaration on file with the cemeteries or by death and interment elsewhere.

A vested right of interment is one in which the individual holding it has a superior right to its use which is not defensible by anyone other than the owner or someone else who has a similar vested right. The cemeteries will inter vested individuals in order of death, without priority until all uncommitted or excess interment rights are used.

**THE SPOUSE, CHILDREN AND PARENTS (IN THAT ORDER) OF A LOT HOLDER OF RECORD OF MORE THAN ONE INTERMENT RIGHT HAVE VESTED RIGHTS.**

- 1) The spouse of a vested individual (example: husband of the daughter of the lot owner, son-in-law) does not have a vested right of interment.
- 2) Vested individual(s) have no guarantee that a space will be available or that pre-purchased merchandise or services will be delivered to a specific vested space if at the time of death of one vested owner other vested owners have been interred in remaining space.
- 3) No interment will be permitted to anyone other than the owners, assignees, or vested individual(s) listed in this Rule without the proper written authorization of the executor or administrator of the last record owner to die. If there is no executor or administrator all lawful heirs will sign the burial authorization and shall provide all documents the cemeteries shall deem necessary.

The spouse of an owner has a vested right of interment in the space superior to any other person even if they became the spouse after the rights were acquired. Spouse of an owner does not have right of interment in the case of divorce or remarriage. No transfer or other action by the owner without the written consent of the spouse of the owner divests the spouse of the vested right of interment. The vested right of interment may be released by waiver, terminated upon the interment elsewhere of the remains of the person in whom vested or in the case of a divorce, unless it is otherwise provided in the final divorce decree.

Upon the death of a joint tenant, the title to the lot held in joint tenancy immediately vests in the survivors, subject to the vested right of interment of the remains of the deceased joint tenant.

When there are multiple owners of rights of interment, they may designate one or more persons to represent their interest by filing written notice with the cemeteries. In the absence of such designation or a written notice of objection prior to the time of interment, the cemeteries may permit an interment upon the request or direction of any co-owner without liability.

The cemeteries reserve the right to refuse to inter any persons who have not clearly and/or properly established their right of interment unless a court order has been obtained.



# Rules & Regulations

## **Interment Rights of Lot Owners, Immediate Family or Relatives Cont'd**

### **Family Lot Held Inalienable (Family Lot Doctrine)**

When the interment of the owner or a member of his family has been made in a property, thereafter the property shall be held as the family property of the owner and no right of interment therein may be transferred to non-family members unless:

- 1) Such right of disposition was made by the owner in a will by a written declaration filed and recorded prior to the death in the office the cemetery.
- 2) The surviving owners, executors, administrations or intestate succession heirs comply with the laws of the Commonwealth of Pennsylvania and the policies of the cemeteries to sell, assign or transfer unused and unassigned spaces in a lot provided the vested rights of a spouse are not infringed.

In the family lot, the following shall have preference as to use:

- 1) One right of interment may be used for the owner's interment;
- 2) One right of interment may be used by the owner's surviving spouse, if any, who has a vested right of interment in it;

### **Family Lot Held Inalienable (Family Lot Doctrine) Cont'd**

- 3) If any rights of interment are remaining, the children, the parents of the deceased owner in order of death may be interred without the consent of any other person claiming an interest in the rights.
- 4) If no child or parent survives, the right of interment goes in order of death, first to the spouse of any child of the record-owner, and in order of death, second to the next heirs at law of the owner or the spouse of any heir at law.
- 5) The cemeteries may take and hold any lot conveyed or bequeathed to it by the low owner so that it will be inalienable and interments shall be restricted to the persons designated in the conveyance or devise.

## **Descent of Right of Interment**

If no interment is made in a lot which has been certificated by the Retail Installment Contract for burial rights to an individual owner or if all remains previously interred are lawfully removed, upon the death of the owner, unless he has disposed of the lot either in his will by a specific bequest or by a written declaration filed and recorded in the office of the cemeteries, the lot descends to the heirs at law of the owner subject to the vested rights of interment of the decedent and his surviving spouse.

### **Heirs of Decedent Not Effectively Disposed of By a Will**

Heirs of an intestate estate are defined in 20 Pa. C.S. Sec. 2101 et seq. are as follows:

- The surviving spouse of the owner, if none
- The surviving children of the owner, if none
- The surviving parents of the owner, if none
- The surviving brothers, sisters or their issue of the owner, if none
- The surviving grandparents, if none
- The surviving uncles, aunts, and their issue, if none
- The surviving children of first cousins.

## Rules & Regulations

### Interment Rights of Lot Owners, Immediate Family or Relatives Cont'd

#### Divorce of Record Owners

The cemeteries shall not be held liable for any action it takes prior to written notification of a formal divorce decree. If written notification contests the rights of future interments, then, and only then shall the cemeteries **not permit** any further burials without the written authorization of both divorced owners or for the burial of an owner, the written authorization of the surviving owner. The interments are made prior to receipt of the written notice to the cemetery of the divorce are not the liability of the cemeteries and shall not limit the equitable division of any remaining rights.

**Burial Rights After Divorce:** When the cemetery is in possession of written notification of a formal divorce decree, but no written declarations as to future interments has been filed, the burial rights are limited to the owners in order of death and if there are lots in excess of the needs of the owners, the children and parents of the owners in order of death. No other vesting can occur until the formal divorce decree is presented.

A new spouse of a divorced owner does not automatically have a vested right of burial. If no written declarations are filed pertaining to future interments and there are sufficient spaces available for each other to be interred

#### FLORAL / DECORATION POLICY

In keeping with the common goal of maintaining the beauty and dignity of the cemeteries, the following policies are being enforced.

1. All flowers will be removed three days after interment.
2. Call your Family Services Representative in advance to notify the cemetery about expecting a flower delivery. Flowers ordered through a florist will be placed on the grounds between the hours of 9 a.m. and 3 p.m.
3. All fresh floral tributes will be removed regularly.
4. No plastic flowers or memorabilia are permitted on the cemetery's premises. Memorabilia includes but not limited to: food items, boxes, shells, pebbles, balloons, toys, stuffed animals or dolls, metal designs, ornaments, decorated trees, glass, pottery or crockery, jars or containers, pictures or photographs, wood or metal cases, barriers, banners, votive lights, candles and other such articles.
5. With the approval of Laurel Hill Cemeteries, ceramic photos, if permanently affixed to monuments, are acceptable. Decorations of any other kind may not be affixed to crypts or memorials.
6. Inside the Chapel of Peace and outside at the Mausoleum of Peace: All flowers and decorations must be placed in specifically designated spaces.
7. No ivy is permitted on any lot.
8. Removal of decorations: We attempt to please all our families. However, any items which are prohibited will be removed. At all locations throughout our cemetery grounds, mausoleums and buildings, live flowers, will be removed regularly. All holiday decorations will be removed two weeks after a major holiday.

# Rules & Regulations

## **FLORAL / DECORATION POLICY Cont'd**

9. The display of any flag/banner other than the American flag, its historical versions, and flags representing U.S. forces and service, is prohibited unless specifically allowed by the cemeteries. Additionally, flag holders depicting images/symbols/emblems other than those of U.S. forces or service are prohibited. Flags, images, or symbols deemed offensive or discriminatory will be immediately removed.
10. We have discontinued the holiday floral and wreath order and placement program due to decreasing participation and rising costs. The Laurel Hill staff will no longer be able to directly administer and manage your orders. If you wish to continue the tradition of sending holidays wreaths or flowers to your loved one's property, we ask you contact a local florist of your choice to order. We do not have a recommended florist, but you can Google our 19004 zip code and choose from one of the reputable florists listed.

Please let your florist know the following:

- Full name of the loved one who passed
- Section name and lot number – Example: Southlawn #282
- The florist is responsible for placing the arrangement on the gravesite; The florist will not be able to leave the arrangements for our staff to place
- The florist will need to come to our front desk, request a map and someone will assist them by highlighting the location on the map. Please understand we will not be responsible for any arrangements not delivered.

We are disappointed we can no longer administer this program directly and very much appreciate your understanding as we amend our operations so that you can continue this tribute to your loved ones.

## **PERMANENT CARE – General Maintenance of Cemeteries**

Pennsylvania cemetery law - lot care funds - cemetery companies - section 405, requires that cemeteries establish a fund that “shall be used for the perpetual care, maintenance and preservation of the lots and grounds, and the repair and renewal of the buildings and property connected with and forming a part of the cemetery.”

The law section 403, requires that at least 15% of the gross amount of funds arising from each of the following:

1. the sales of lots in the cemetery of such cemetery company or a sum equal to at least \$1 per square foot of each lot sold, whichever is greater.
2. the construction cost of each crypt sold in a mausoleum of the cemetery companies or \$50 per crypt, whichever is greater.

Earnings from this fund are used for the "permanent care" of the cemeteries.

## Rules & Regulations

### **PERPETUAL CARE/PERMANENT CARE, ENDOWMENT, ANNUAL LOT CARE**

*(These three terms can be confusing to lot holders.)*

**Endowments and annual lot care are vital to the beautification and future of our cemeteries. We are all familiar with unsettling news of cemeteries deteriorating into disrepair. Laurel Hill continues to be the most prestigious cemetery in this area. Maintaining property whether your personal lawn or our 268 acres is not free. Call today to arrange lot care or to endow your property and help us maintain our magnificent grounds where you have placed your loved ones in our care.**

*We thank families who have endowed their property or arranged for annual lot care.*

#### Understanding Cemetery maintenance:

All families who purchase property here at Laurel Hill Cemeteries have 15% of their property cost placed into a **perpetual care/permanent care fund**. The purpose of this fund is for the general maintenance of the cemeteries and support of the buildings, general enclosures, roads and walks. **These monies are not for the exclusive use of the lot owner's property.**

**Annual Lot Care** – Annual lot care is an arrangement where the family pays one time for requested care or orders care services to be billed annually. This service includes grading, seeding and fertilization. If after inspection it is determined that additional work such as resetting of a stone or stone cleaning is needed, the tasks are prioritized and costs are determined for each. The family will be notified of the suggested work and its cost. The work is then performed after receipt of the orders from the family and the monies to pay for it.

**Endowment** – An agreement separate and apart from any other agreement between a family and the cemeteries, to create a trust specific to their property. (This does not take the place of, and is not related to, permanent care (perpetual care). The family contributes an amount to cover desired services and the cost is determined by estimating what amount of principle will be necessary to generate enough income to cover the cost to perform requested services in future years. These services may include, but are not limited to: annual inspection; grading; seeding; fertilization; stone cleaning; planting, caring for, and replacing shrubbery; and repairing, cleaning and re-pointing memorials or mausoleum buildings. No lot is permitted to plant permanent shrubbery or erect a private estate or mausoleum without an endowment.

**Without an endowment or annual lot care, all plantings and/or permanent shrubs are not permitted and will be removed.**

# Rules & Regulations

## MEMORIALS AND MARKERS

Installation of family monuments will not be permitted until property is paid in full

All monuments, markers, private estate and mausoleums must be approved by the cemeteries.

One family monument is permitted on any given burial lot. The width of the monument, including the base, will measure not more than one half the width of the lot at the back line. Monuments will be centered on the lot and set at least 6” from the back line. Flush markers generally will be permitted on a grave within a lot but are subject to the approval of the cemeteries. Headstones, footstones and flush markers will be no wider than 24” unless otherwise approved by the cemeteries.

All monuments and markers require a 50% deposit and must be paid-in-full prior to the installation.

All inscriptions require payment in full before engraving is ordered.

Upright monuments are only permitted on lots containing two or more graves.

Only flush-mounted memorials or markers are permitted on any grave space sold as a single grave.

Corner markers must be of granite or bronze and installed flush to the ground level. These markers must be placed only at the inside of the property corners and approved by the cemeteries.

We do not permit temporary grave markers. If an exception is made, it must be approved by the cemeteries. These markers may be placed on ground interments only, including interred cremated remains. The markers may be in place for a period of 30 days after the day of the interment. The type, specifications, location and placement of the temporary marker must be approved by the cemeteries.

- Bevel and slant stones and bases must have a rock-edge unless otherwise approved.
- Outside contractors are responsible to set their monuments and markers.
- Any installed monument or sculpture not approved by the cemeteries will be removed immediately.
- Only Surnames will be permitted on the back of a family memorial unless headstone is centered on two lots or has approval from the Cemetery. Inscriptions are permitted on the left and right ends of the monument.
- No marker or memorial may be delivered to the cemeteries for installation until the written approval of the cemeteries are secured. No mausoleum, monument, marker or other structure or object shall be erected on any lot until the plans and specifications are submitted to and approved by the cemeteries.
- The vertical face of any memorial must be approved by the cemeteries.
- The Lot-holders’ order and guarantee, authorizing work to be done, must be deposited with the cemeteries before any excavation for any stone work, monuments, sculptures, inscriptions or other project is commenced. The plan and design of the structure must be submitted to the cemeteries before the foundation is laid.
- Government Flag Holders are provided through the Veterans Administration upon request from the family. Laurel Hill will install government flag holders at a cost of \$100. If purchased through Laurel Hill cemeteries, the cemeteries will provide one replacement marker per deceased.

# Rules & Regulations

## MAUSOLEUMS AND ABOVE-GROUND CRYPTS

1. The installation of a private mausoleum will be permitted subject to the following:
  - a. Property is paid in full prior to installation.
  - b. The selected lot must measure 500 square feet or more.
  - c. The design and construction must be approved by Laurel Hill Cemeteries.
  - d. An endowment must be established prior to construction. The cemeteries will determine the amount of the endowment fund based on the square footage of lot, landscaping and projected building maintenance.
  
2. Above private mausoleums will be permitted with an endowment. Size of the structure must be in proportion to the size of the lot and is subject to the approval of Laurel Hill cemeteries.

If a mausoleum or large structure is being built by another supplier other than Laurel Hill, a consulting and surveying fee will be accessed.

The \$5,000 consulting fee is an additional cost to the family since the outside supplier will need the assistance of our Superintendent, Peter “Bill” Doran, during the planning and building process. This fee covers up to 50 hours of consultation. (\$500/hour after 50 hours of consultation). Consultation includes but not limited to:

- Property dimension questions
- Building or structure questions
- Blueprint review

A \$3,000 surveying fee is an additional cost to the family as the Superintendent, Peter “Bill” Doran, will be surveying the property after the location of the structure is confirmed. The outside supplier must meet in person with the Superintendent at either Laurel Hill East or Laurel Hill West prior to moving forward with building plans. If the location of the structure is altered after the initial surveying is completed, an additional \$500 will be accessed for each incident.

This agreement does not include foundation and endowment costs needed for any mausoleum or large structure built on the grounds of Laurel Hill & West Laurel Hill.

## CREMATION URNS & URN LINERS/VAULTS

Cremated remains that are to be placed in a niche must be contained in an urn. There are self-contained niches (loculi) that do not require an urn. Burial of cremated remains in a family lot need not be contained in an “ornamental” urn, but must be placed in an outer burial container/liner or vault. (Combination urn vaults will still require an outer burial container).

## DEPTH AND LAYOUT OF GRAVES

1. The cemeteries reserve the right to limit the depth of any grave if necessary.
  
2. A maximum of four burials, no more than two casketed burials, may take place in any single grave in the cemeteries. Any one of the following scenarios may be applied:
  - a. 2 casketed burials, 2 cremated remains
  - b. 1 casketed burial, 3 cremated remains
  - c. 4 cremated remains

# Rules & Regulations

## AUTHORIZATION

1. All interments, inurnments, entombments and disinterments must be authorized in person by the decedent's heir or legal representative.
2. Cemeteries require authorized person(s) to meet with cemeteries' staff prior to interment to review lot sketch to authorize location of interment. This will also allow Family Service Representative to explain what a family may expect the day of the service with respect to processing to graveside and graveside set-up.
3. All forms of authorization, as furnished by the cemeteries, must be properly executed prior to any of the following services:
  - a. Burial
  - b. Cremation
  - c. Disinterment
  - d. Entombment
  - e. Inurnment
  - f. Inscriptions
  - g. Lot care or related work

## AUTHORIZATION Cont'd

- h. Purchase and/or Installation of Memorials: Monuments/Headstones/Footstones/Flush Markers/Corner Markers
4. Authorization must be provided by the lot holder, the heirs or the legal representatives thereof.
  - a. The determination of the final disposition of a decedent's remains shall be as set forth in this section of the "Rules & Regulations" unless otherwise specifically provided by waiver and agreement of the person entitled to make such determination under this section, and subject to the provisions of a valid Will executed by the decedent and as established in the section of the Pennsylvania code relating to intestate succession.
  - b. Disposition of the remains of a deceased spouse:  
A surviving legal spouse shall have the sole authority in all matters pertaining to the disposition of the remains of the decedent.
  - c. Disposition of the remains of others:  
If there is not a surviving legal spouse, the next-of-kin shall have sole authority in all matters pertaining to the disposition of the remains of the decedent.
  - d. Next of kin: The legal spouse and relatives-by-blood of the deceased, in order that they be authorized to succeed to the deceased's estate, under the section of the Pennsylvania code relating to interstate succession, and as long as the person is an adult or an emancipated minor, are recognized as follows:
    1. Issue
    2. Parents
    3. Brothers, sisters or their heirs
    4. Grandparents
    5. Uncles, aunts or their heirs
    6. Commonwealth – In default of all persons herein before described, then to the Commonwealth of Pennsylvania

# Rules & Regulations

## **SPECIFIC SECTIONS AND BUILDINGS**

### **Southlawn Section**

Only one memorial is permitted. (Veteran's markers are permitted at the head and foot of the grave).

### **Garden of Memories/ Telford**

This section has an established endowment therefore, the lot holder is never billed for lot maintenance. These sections are restricted to flush-mounted bronze markers as the only type of memorial permitted. Veteran's markers are permitted at head and foot of grave.

### **Westlawn Section**

This section has an established endowment therefore, the lot holder is never billed for lot maintenance.

### **Franconia Section**

Burials in certain portions of the Franconia Section are restricted to single-depth graves.

### **Chapel/Columbaria**

Urns must be used to contain cremated remains and size of urn may determine number of inurnments. Inscription work follows an established format and may be provided through arrangements with the cemeteries.

### **Mausoleum of Peace/Pines Terrace Mausoleum/Section S Mausoleum**

All entombments in the Mausoleum of Peace and Pines Terrace Mausoleum require a casket tray and a protective wrap which is provided by the cemeteries. (Families may request Ensure-A-Seal for an additional cost.) Urns must be used to contain the cremated remains and size of urn may determine number of inurnments. Inscription work follows an established format and may be provided through arrangements with the cemeteries.

### **Nature's Sanctuary**

Laurel Hill West is approved by the Green Burial Council to provide green burial and funeral services. The Green Burial Council monitors our Cemetery to ensure we operate in accordance to green standards. This section has received a SITES Gold certification. This is a dedicated section to those wishing for green burial. At no time are families permitted to alter the plantings in this area or place any memorabilia on the property. One burial permitted in each grave. Burials are in succession, therefore, only one grave reservation is permitted for the spouse when a death occurs.

### **Chesed Shel Emet and Makom Shalom**

This section is dedicated to those of the Jewish faith and has an established endowment therefore, the lot holder is never billed for lot maintenance. One interment per grave is permitted and only Jewish symbolism is permitted.

### ***The Laurels – For the love of our pets***

See separate guidelines for The Laurels.



# Rules & Regulations

## **RIGHTS OF OWNERSHIP**

The cemeteries reserve the right to re-purchase lots, niches or crypts at the cemeteries' discretion. If the cemeteries repurchases property, it will do so for the original purchase price and a 25% administrative fee will be accessed.

A private sale between the lot owner and another party is permitted; however, all heirs of the lot owner must assign their rights over to the new owner. Lot owner is responsible for clear understanding of all Rules and Regulations.

Any transfer of title from one owner to another owner is subject to approval of the President. A fee will be charged for this process.

## **MISCELLANEOUS ITEMS**

### **Cremation Services**

- Cremations will be scheduled no less than one hour in advance.
- Funeral Director must receive confirmation from the cemeteries as to time and date of cremation.
- Order to Cremate forms must be fully completed and signed by the authorized family representative and Funeral Director.
- Permits, special approvals, and payment must accompany funeral director upon leaving the deceased with Laurel Hill West
- Funeral Director is responsible to retrieve cremated remains and will sign Chain of Custody form prior to Laurel Hill West releasing the cremated remains.

### **“At-Need”**

“At-Need” is a term used when a death has occurred and final disposition is to be accomplished. The following list represents charges that must be paid-in-full before disposition:

- Interment charges: Also known as opening and closing charges. This includes excavation of the ground, niche opening, crypt opening, removing tomb top covers or memorials.
- Purchase price of burial rights for burial lots, crypts, niches.
- Purchase price of concrete burial liners/vaults, concrete urn liners/vaults.
- Facility fees

### **“Pre-Need”**

“Pre-Need” is a term used when cemetery planning/arrangements are considered well ahead of the anticipated death of an individual. “Pre-Need” purchases of lots, graves, crypts and niches may be paid-in-full at the time of signing or installment payments may be arranged with a minimum twenty percent deposit and may be placed on a maximum 72-month payment plan. Various services and merchandise may also be pre-arranged.