



## **Ketoctin Baptist Church Cemetery**

16595 Ketoctin Church Rd  
Purcellville, VA 20132

These rules and regulations are designed for the protection of owners of internment rights. Their enforcement will help protect your cemetery and create and preserve its beauty. All owners of internment rights, visitors and contractors shall be subject to said rules and regulations, amendments, or alterations.

## **RULES & REGULATIONS**

SEPTEMBER 2024

## **PURPOSE**

1. To be a place of beauty where memory loves to linger, a cemetery must be so designed that each burial site will be a unit which makes for the perfection of the whole.

Purchasers of such sites acquire only the right to the intended use of them and the Trustees retain the legal title to the ground itself. Because of this, a transaction is not ended with the final payment by a purchaser of the burial site but a continuing relationship exists between the seller and the purchaser.

All site owners and visitors within the cemetery, and all sites sold, shall be subject to these rules and regulations and subject further to such other rules, regulations, amendments or alterations as shall be adopted from time to time by the Cemetery Managers. The reference to these rules and regulations in contracts, certificates of ownership and other documents of Ketoctin Baptist Church Cemetery, shall have the same force and effect as if set forth in full therein.

## **DEFINITIONS**

2. "Cemetery" as used in these rules and regulations is hereby defined to mean Ketoctin Baptist Church Cemetery located at 16595 Ketoctin Church Road Purcellville Va.

3. "Owner" shall mean the owner of the right to interment in a burial site in the Cemetery.

4. "Interment" shall mean burial or entombment of the remains of a deceased person.

5. "Memorial" shall mean any marker, headstone or structure upon or in any site which is placed thereon for the purpose of identification or in memory of the interred.

6. "Contractor" shall mean any person, firm or anyone performing any work in the Cemetery grounds, other than an employee of the Cemetery or Trustee.

7. "Burial Site", "Interment Space", "Site", and "Grave" shall mean a space for the ground burial of one dead human body. An infant's body or an urn containing cremated remains may, in addition, and with the consent of the Cemetery, be buried in the same space in which a person has or will be interred in a casket.

8. "Interment Right" shall mean the fully paid for privilege of the use by an Owner of a burial site.

9. "Cemetery Managers" shall mean Ketoctin Baptist Church Cemetery, which is the owner and operator of Ketoctin Baptist Church Cemetery. The terms "Cemetery Managers" and "Trustee", unless the context indicates a contrary meaning, are used interchangeably in these rules and regulations.

10. "Manager" shall mean the person immediately in charge of the Cemetery operations at any particular time.

# **SUPERVISION OF CEMETERY**

## **11. ADMISSION TO CEMETERY**

The Cemetery reserves the right to compel all persons coming into the Cemetery to obey all rules and regulations adopted by the Cemetery. The rules and regulations may be changed by the Cemetery Managers without notice to any Owner. The Cemetery is a private enterprise and it reserves the right to refuse admission or the use of any Cemetery facilities at any time to any person whose conduct the management deems objectionable and contrary to the best interests of the Cemetery.

## **12. LIABILITY OF CEMETERY**

The Cemetery shall take reasonable precautions to protect Owners and the property rights of Owners within the Cemetery from loss or damage, but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control and, especially from damage caused by the elements, an Act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasion, insurrection, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein otherwise provided.

## **13. ERRORS**

The Cemetery reserves the right to correct any errors that may be made by it in making sales, transfers of property, or conveyances, by the substituting and conveying in lieu thereof of other interment rights of equal value and similar location as far as possible, as may be selected by the Cemetery or, in the sole discretion of the Cemetery, by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of the remains of any person at such burial site, the Cemetery reserves and shall have the right to remove and transfer such remains so interred to such other site of equal value and similar location as may be substituted and conveyed in lieu thereof. The Cemetery shall also have the right to correct any errors made by it by the placing of an improper inscription, including an incorrect name or date either on the memorial or on the container for cremated remains.

## **14. MUST USE WALKS, ETC.**

Persons within the Cemetery grounds shall use only the avenues, walks, alleys and roads, and any persons injured while walking on the grass, except that be the only way to reach a burial site, or while on any portion of the Cemetery other than the avenues, walks, alleys or roads, shall in no way hold the Cemetery Managers liable for any injuries sustained.

## **15. AUTOMOBILES**

Automobiles shall not be driven through the grounds at a speed greater than 10 miles per hour and must always be kept on the right side of the Cemetery roadways. Automobiles are not allowed to turn around on the driveways or roadways and are not allowed to park or to come to a full stop in front of any open grave unless such automobiles are in attendance at the funeral.

## 16. RIGHT TO RE-PLAT

The right to enlarge, reduce, re-plat or change the boundaries or grading of the Cemetery or any portion thereof from time to time, including the right to modify or change the locations of or any part thereof or remove or regrade roads, drives and walks is hereby expressly reserved by the Cemetery Managers.

## 17. RIGHT TO USE LAND

The right to lay, maintain and operate, or alter or change pipelines or gutters for sprinkling systems, drainage, lakes, etc., is also expressly reserved, as well as the right to use Cemetery property remaining unsold to individual owners, for Cemetery purposes, including the interring and preparing for interment of human dead bodies, or for anything necessary, incidental or convenient thereto.

## 18. RIGHT OF PASSAGE

The Cemetery reserves to itself and to those lawfully within the Cemetery a perpetual right of ingress and egress over all burial sites, whether sold or unsold, for the passage to and from all other burial sites.

## 19. INTERMENT RIGHTS

Interment rights are sold for the purpose of human interment only. Interment rights can be purchased for individuals in a lot through the Cemetery Managers by anyone, regardless of race, color, religion, or national origin.

## 20. TRANSFERS OR ASSIGNMENTS; CONSENT OF CEMETERY MANAGERS REQUIRED

Interment rights cannot be transferred except by the original purchaser and with the approval of the Cemetery Managers; but the rights and interest shall remain in the families of the original purchaser. The original purchaser, his or her spouse, mother, father, direct descendants by course of descent, may be interred in a lot. During their lifetime, only the original purchaser or spouse may grant the privilege of interment in the lot to any other person. Where there are no direct descendants of the original purchaser, collateral descendants and their spouses may be interred in the lot. Where space is available in the same lot, crypt or niche, it will be reserved for the spouse of anyone already interred in that lot.

## 22. INDEBTEDNESS

The Cemetery may refuse to consent to a transfer of a site or any interest therein, or to an assignment, so long as there is any indebtedness of any kind due the Cemetery Managers from the site Owner of record.

## 23. MEMORIALS, HEADSTONES OR MONUMENTS

Monuments are required for every internment at Ketocin Baptist Church Cemetery. The installation or erection of monuments or permanent structures will be in accordance with the course of descent.

All Monuments, Memorials or Permanent Structures must be made of traditional materials such as Marble, Granite or Bronze. Installation or erection of all Memorials, Monuments, Flower Urns, Benches or any Permanent Structures must be approved by the Cemetery Managers, and will require the installation of a foundation, and shall lie entirely within the boundaries of the lot. All work must be performed during normal operating hours only.

Only one grave memorial will be permitted on one burial site, except in cases in which cremation remains or infants' bodies are buried at the foot of a site, then a second memorial shall be placed at the foot of the grave. One double memorial may be set to embrace two graves side by side. In family plots one family memorial embracing more than one grave. All memorials shall be set on uniform lines as prescribed by the Cemetery to conform to the general plan of the Cemetery. With the permission of the Cemetery, granite or marble benches will be allowed, in addition to or in lieu of a memorial. Grass markers will be of granite or bronze on granite.

All lots must be paid for before any monuments, memorials or related structures can be installed or erected.

Cemetery Managers will require a \$350 deposit prior to any burial for the placement of a prominent monument if the survivors fail to purchase a monument within six months after the burial. The deposit will be returned to the survivor(s) if said monument is installed prior to six months.

There will also be a mandatory charge for 4 lot corners at the time of said site purchase.

It shall be the responsibility of the lot owner to provide for the maintenance and upkeep of all monuments, bases, foundations, markers and/or any other ornamentations or structures on the lot.

## 25. USE OF SITE BY NON-OWNER

No one shall be buried in any site who has no legal interest therein except by the written consent of all interested parties and the Cemetery Managers.

## 26. NO ENCLOSURES OR MEMORIAL GARDENS

No enclosure of any kind, such as a fence, coping, rocks, hedge or ditch, shall be permitted around any burial site. Grave mounds will not be permitted and no site shall be raised above the established grade or disturbance of the grass.

### 30. SITE OWNERS' ADDRESSES

It shall be the duty of the site Owner to notify the Cemetery Managers of any change in his mailing address. Unless otherwise required elsewhere in these rules and regulations, a written notice sent to a site owner at the last address on file in the office of the Cemetery by regular first-class mail shall be deemed sufficient and proper legal notification.

### 31. OWNERSHIP OF BURIAL SITES

Each owner is vested with the ownership of his or her interment rights for the sole purpose of the interment of human dead bodies. Interment rights may not be conveyed without the assent of the Cemetery Managers, nor may any use, division or improvements of them be made which the Cemetery Managers prohibits or deems improper. Owners of interment rights may dispose of the same subject to the conditions set out in these rules and regulations.

### 32. NO INTERMENT PERMITTED UNLESS SITES PAID FOR

No interment shall be permitted nor any memorial placed in or on any site not fully paid for except by special written consent of the Cemetery Managers and, in the event such consent should be given, any interment made or any memorial placed in or on said site shall be considered as temporary and no rights shall be acquired by the purchaser of said site until the purchase price for the same shall have been fully paid in cash, including both principal and interest. In case of default in payment and the purchaser of said site shall fail to meet all payments within thirty days after the same are demanded by the Cemetery Managers, then the Cemetery Managers may re-enter the site and hold the same free and clear of any and all claims of the defaulting owner and may retain such payments, including interest, as may have been made toward the purchase of the site as liquidated damages. In such event, the Cemetery Managers shall also have the right to remove and retain as its own property any memorial that may have been placed upon the site.

### 34. WORK TO BE PERFORMED BY CEMETERY MANAGERS

All work, grading, landscape work, mowing and improvements of all kinds and all care of sites shall be done and all trees and shrubs and herbage of all kinds shall be planted, trimmed, cut or removed and all openings and closings of graves and all interments, disinterment and removals shall be made only by the Cemetery Managers, its employees and contractors, or others under its direction and control.

### 35. CONTROL OF WORK ON BURIAL SITES

No persons other than the proper officers and employees of the Cemetery shall be allowed to perform any work on any burial site without a permit from the Cemetery.

### 36. CEMETERY MANAGER DUTIES

All improvements or alterations of all property within the Cemetery shall be under the direction of and subject to the consent, satisfaction and approval of the Cemetery Manager; and, should the same be made without his consent, or should the same at any time become unsightly in his

opinion, he shall have the right to remove, alter or change such improvements or alterations at the expense of the site Owner.

### 37. RIGHT TO REMOVE SHRUBS

If any tree, shrub or plant standing upon any site, by means of its roots, branches or otherwise, be or become detrimental to adjacent sites or avenues, or if for any other reason its removal is deemed necessary, the Cemetery shall have the right, and it shall be its duty, to remove such tree, shrub or plant or any part thereof, or to otherwise correct the offending condition as it, in its judgement, deems best.

### 38. RIGHT TO REMOVE OFFENSIVE MATERIAL

If any memorial, or any structure whatsoever, or any inscription or likeness placed on the same, shall be determined by the Cemetery, in its sole judgement, to be offensive, the Cemetery shall have the right, and it shall be its duty, to enter upon such site or structure and remove, change or correct the offensive or improper memorial, structure, inscription or likeness.

### 39. PLANTS AND FLOWERS

No person shall pluck or remove any plant or flower, wild or cultivated, from any part of the Cemetery.

# **FUNERAL REGULATIONS**

## **40. SUBJECT TO LEGAL REQUIREMENTS**

In addition to the requirements set out in these rules and regulations, all interments, disinterment and removals shall be subject to and performed in full compliance with the laws of the Commonwealth of Virginia and the orders of its properly constituted authorities.

## **42. BURIAL IN WOOD CASES PROHIBITED**

The Cemetery Managers reserves the right to require that every earth interment shall be enclosed in an approved concrete vault or a container made of such other material as may be approved by the Cemetery Managers.

## **43. CEMETERY IN CHARGE OF FUNERALS**

All funerals, upon entering upon property of the Cemetery, shall be in charge of the Cemetery through its properly delegated officers and employees.

## **44. CASKET NOT TO BE DISTURBED**

After being committed to the care of the Cemetery, no person, without the consent of the legal representatives of the deceased, or without a court order, shall be permitted to open a casket containing a body or to touch the body.

## **45. NOTICE OF FUNERAL**

The Cemetery Managers may require at least twenty-four-hour notice prior to any interment and at least seven-day notice prior to any disinterment or removal.

Interments are to be scheduled so that the procession shall enter the Cemetery no later than 4:00 p.m.

All in ground interments (traditional) require a burial vault. All vaults must be metal or concrete or a type approved by the Managers. No flat top vault lids will be allowed. Lots must be paid for before interments will be allowed.

## **46. AUTHORITY FOR USE OF PROPERTY**

The Cemetery Managers reserves the right to refuse interment in any burial site and to refuse to open any interment space for any purpose except on written authority of the Owner of record, or upon authority of his legal heirs. Satisfactory proof of any individual's right to give such written authority may be required by the Cemetery Managers.

## **47. OPENING & CLOSING**

All graves must be opened and/or closed by Cemetery employees or authorized agents.



## 48. GRAVE DIMENSIONS

The Cemetery reserves the right to determine the depth and size that a grave shall be dug in the earth; subject, however, to legal and health requirements.

## 51. INTERMENT OF MORE THAN ONE BODY

- Only one casket/body is allowed in a single burial site.
- One cremation is allowed with one casket/body interment in a single burial site.
- Two cremation internments in one grave are allowed in a single burial site.

Any **cremation interment** will be required to follow the same rules & regulations of a body burial;

- a. Every earth interment shall be enclosed in an approved concrete vault or a container made of such other material as may be approved by the Cemetery Managers.
- b. All graves must be opened and/or closed by Cemetery employees or authorized agents.
- c. The Cemetery Managers may require at least twenty-four-hour notice prior to any interment and at least seven-day notice prior to any disinterment or removal.
- d. The Cemetery Managers will require a \$350 deposit prior to any burial for the placement of a prominent monument if the survivors fail to purchase a monument within six months after the burial. The deposit will be returned to the survivor(s) if said monument is installed prior to six months. The cremation headstone will be placed at the foot of the body interment marker or can be etched into the single headstone for the body interment.
- e. The spreading of cremation ashes at Ketocin Baptist Church is strictly prohibited.

## GENERAL REGULATIONS

### 61. FLOWER & ADORNMENT REGULATIONS DURING MOWING SEASON

**FROM MAY 1 THROUGH OCTOBER 31ST OF EACH YEAR**

It is strictly prohibited to place anything “on or inserted into” the ground/grass.

In the case where your monument does not have mounted or affixed vases for stemmed flowers, a saddle type artificial arrangement is perhaps an alternate solution for your flower arrangements during our mowing. These cemetery saddles can be purchased thru Amazon with or without flowers. During mowing season, all flowers must be affixed to the top of the headstone (using a cemetery flower saddle) or in permanently affixed vases. If your monument does not have a vase affixed to it, you may wish to have your monument maker add one.



Any object that must be inserted in the ground such as artificial flowers, vases on stakes, adornments or signs with stakes etc. are strictly prohibited during mowing season and will be promptly removed.



No potted plants or vases, etc. of any kind shall be placed on the ground/grass during mowing season.

***At no time are extended memorial gardens with fencing, bricks, mulch, stone, plantings, shepherd hooks, garden flag holders, or glass containers allowed.***

No plantings of any kind are to be done. The Cemetery shall have sole responsibility in the maintenance of the Cemetery including the decision of when and how shrubbery and trees are trimmed or removed.

Groundskeepers reserve the right to reposition or remove objects that do not conform to the Cemetery Rules & Regulations or interfere with the performance of their duties.

The removal of these items is strictly for the safety of our groundskeepers and their equipment and is in no way a personal attack on you or your loved ones. Please be advised that owners of said removed items will not be notified nor have said removed items returned to them.

## 62. FLOWER & ADORNMENT REGULATIONS DURING

### FALL- WINTER -EARLY SPRING

**FROM NOVEMBER 1 THROUGH APRIL 30TH OF EACH YEAR**

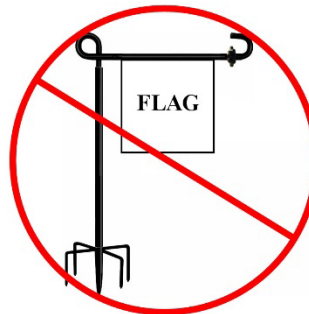
#### Permitted on the ground during the Fall & Winter Season:

- Potted flowers
- Potted plants
- Wreaths
- Small flags on staff (*not on decorative iron flag holders*),
- Baskets of flowers
- Artificial or fresh cut flowers may be placed in a metal or plastic vases and can be staked or sitting on the ground.



#### Strictly Prohibited:

- GLASS vases or containers
- Shepherd hooks
- Hanging decorative flags holders
- Solar lights
- Statues
- Extended memorial gardens with fencing, bricks, mulch, stone, and in ground plantings.



No in ground plantings of any kind are to be done. The Cemetery shall have sole responsibility in the maintenance of the Cemetery including the decision of when and how shrubbery and trees are trimmed or removed.

Groundskeepers reserve the right to reposition or remove objects that do not conform to the Cemetery Rules & Regulations or interfere with the performance of their duties.

The Cemetery reserves the right to remove all flowers, potted plants, wreaths or baskets of flowers when they become withered, or for any other reason, and the Cemetery Manager is ordered to make such removals when, in his judgement, it is in the best interests of the Cemetery.

**Seasonal flowers must be removed 15 days following a holiday.**

All flags, that are faded and tattered will be removed & properly disposed of by our local American Legion Post.

Funeral service flowers may be removed by the cemetery employees after 5 days.

It is the owner's responsibility to have all items that are "inserted in or touching" the ground/grass removed by May 1<sup>st</sup>. Please be advised that owners of said removed items will not be notified nor have said removed items returned to them. The removal of these items is strictly for the safety of our groundskeepers and their equipment and is in no way a personal attack on you or your loved ones.

#### 63. REMOVAL OF FLOWERS, DECORATIONS.

No unsightly flower receptacles may be placed on or remain on any burial site. The Cemetery shall have authority to remove all floral designs, flowers, flags, weeds, shrubs, plants, or herbage of any kind from the Cemetery as soon as, in its judgement, they become unsightly, tattered, faded, dangerous, detrimental, or diseased, or when they do not conform to the standards set out in these rules and regulations. The Cemetery shall not be liable for lost, misplaced or broken items or for loss caused by the elements, thieves, vandals or by other causes beyond its control. The Cemetery reserves the right to regulate the method of decorating lots so that a uniform beauty may be maintained and it reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs or plants or herbage of any kind except by its consent.

All flags, that are faded and tattered will be removed & properly disposed of by our local American Legion Post.

Funeral service flowers may be removed by the cemetery employees after 5 days.

Under no circumstances may glass vases be placed on the grounds.

Artificial or fresh cut flowers may be placed in an invertible metal vase at any time; however, they will be discarded when dead, faded, broken or of a similar nature.

#### 64. RESPONSIBILITY FOR DAMAGE

The Cemetery is not responsible for theft or damage to anything placed on burial sites.

#### 65. BENCHES

No chair, bench or trellis shall be permitted to be brought upon or remain upon the Cemetery, except that marble or granite benches which have been approved and installed by the Cemetery are permitted.

#### 66. CANS, BOTTLES AT SITES

No boxes, cans, bottles, jars, shells, toys, glassware, sprinkling cans, receptacles, or similar articles will be permitted to remain on any burial site.

## 67. RIGHT TO ENTER UPON SITE

The Cemetery Managers and its employees, agents and contractors shall have the authority to enter upon any site and to remove any objectionable thing or any erection that may have been placed there contrary to these rules and regulations, and they may remove any dead or damaged tree, shrub or vine.

## 68. DO NOT DISTURB

Touch nothing in the Cemetery that does not belong to you. This is the only safe rule to adopt in visiting this Cemetery.

## 69. HOURS

Except with the written permission of the Cemetery Managers, no person is permitted to enter or remain within the Cemetery except during daylight hours.

## 70. TRESPASSERS

Any person found upon the Cemetery after dark will be considered a trespasser, as will any person found upon the Cemetery without a legitimate reason to be there and all persons who remain upon the Cemetery after having been told to leave.

## 72. DOGS

No dogs will be permitted in the Cemetery.

## 73. BICYCLES, MOTORBIKES, ETC.

Bicycles, motorbikes, trail bikes, go-carts, and all similar vehicles are prohibited within the Cemetery.

## 74. INTOXICANTS

Beer, whiskey and all other intoxicants are prohibited within the Cemetery. The use of the same, however, in bona fide religious ceremonies is permitted.

## 75. SACRED PREMISES

All persons are reminded that the grounds of the Cemetery are sacredly devoted to the burial of the dead and that the provisions and penalties of the law relating thereto will be strictly enforced.

## 76. NO PLANTING BY OWNERS

All work and planting of any kind on any burial site is strictly prohibited. Cut flowers may be used at any time.

## 77. RUBBISH

The throwing of rubbish on the grounds of the Cemetery is prohibited. Trash receptacles are placed around the cemetery grounds for your convenience.

## 79. CEMETERY MANAGER TO ENFORCE RULES

The Cemetery Manager is hereby empowered to enforce all rules and regulations and to exclude from the Cemetery any person violating the same. He or she shall have charge of the grounds and buildings and shall have supervision and control of all persons in the Cemetery, including the conduct of funerals, weddings, traffic, employees, site owners and visitors.

Section 19. 2-14 of the Code of Virginia provides, in part, the following: "The superintendent or other person in charge of any...cemetery shall, for the purpose of maintaining order and enforcing the criminal and police laws of the ...county or city in which such...cemetery is situated, have all the powers, functions, duties, responsibilities and authority of a conservator of the peace within the...cemetery over which he may have charge and within one-half of a mile around the same."

## 80. MODIFICATIONS

The Cemetery Managers may, and it hereby expressly reserves the right, at any time, with or without notice to Owners, to adopt new rules and regulation or to amend, alter or repeal the same.

Special cases may arise in which the literal enforcement of a rule or regulation may impose unnecessary hardship or be plainly inappropriate. The Cemetery, therefore, reserves the right, without notice to anyone, to make exceptions, suspensions or modifications to any of the rules and regulations when, in its judgement, the same appears advisable; and such temporary exceptions, suspensions or modifications shall in no way be construed as a permanent amendment or as affecting the general application of such.

## 83. MEMORIALS, GIFTS AND BEQUESTS

Any individual may make contributions to the trust funds for the overall care of the Cemetery. Any such contributions will be deposited with all other funds in the trust and shall be applied for the continued general improvement, maintenance, repair and operation of your Cemetery. In no case shall any such deposit or gift be construed as a contract to provide for the care of any individual interment space.

The Ketocin Trustees shall have full power and authority to determine for what purposes and in what proportions the income shall be expended within the general limitations that all such income shall be applied for the care of the Cemetery and preservation of the Church building.

Lot Owners and their families are encouraged to make memorial gifts and bequests for the long-term upkeep for the beautification and capital improvements to the Cemetery. Bequests

and other contributions may be made to Ketocin Cemetery. Any individual may make contributions to the trust funds for the overall care of the Cemetery. Any such contributions will be deposited with all other funds in the trust and shall be applied for the continued general improvement, maintenance, repair and operation of your Cemetery. In no case shall any such deposit or gift be construed as a contract to provide for the care of any individual interment space.