

City of Hobbs
Parks & Recreation Dept.
Cemeteries

General Rules and Regulations

Authority Relating to Cemetery Operations

- The City of Hobbs shall have the right to take any necessary action to maintain a uniform and attractive cemetery per NMSA Chapter 3, Article 40 (1978 comp.), Municipal Cemeteries.
- The City retains the right to exercise strict and exclusive supervision, management and control over the care and maintenance of said cemetery and including the land conveyed through deed.
- The City retains and reserves the right to formulate and enforce reasonable and necessary rules and regulations as to maintenance, the employment of a sexton or sextons, and other necessary employees for the care and maintenance of said cemetery and the land conveyed through deed.
- The City retains and reserves the exclusive right to prescribe and enforce reasonable rules and regulations as to landscaping, planting of grass, shrubs and trees, size and height of grave markers and monuments, the locations and spacing of graves, and the manner of burials within said cemetery and within and upon the land conveyed through deed.
- All regulations not specifically set out in these Rules and Regulations regarding the use of and policies regarding the four (4) municipally owned cemeteries shall be at the discretion of the Parks Director, subject to the approval of the City Manager (Section 9-8 Hobbs City Code).

Hours of Operation

- **Business Hours** - Monday through Friday, 8:00 -12:00 & 1:00 - 5:00, except City-observed holidays.
- **Interment Hours** - 10:00 a.m. through 4:00 p.m.
 - Saturday services require additional fees.
 - No Sunday services - reserved day for visitation only.
 - Holidays - Services shall not be held on:
 - (a) New Year's Day

- (b) Memorial Day
- (c) Independence Day
- (d) Veteran's Day
- (e) Thanksgiving Day
- (f) Christmas Day
- Services may be held on other City-observed holidays that shall be considered exempt holidays and will require additional fees.
- **Visitation Hours** - Winter 8 a.m. - 5 p.m., Summer (Memorial Day - Labor Day) 8 a.m. - 7 p.m.

City Responsibilities

- Show property for sale.
- Determine/approve time of service.
- Prepare and cover interment site with earth. (Funeral homes are responsible for securing set-up for funeral services.)
- Maintain grounds.

Cemetery Property - Acquisition

- Interment lots are available at Prairie Haven and Prairie Haven Memorial Park Cemeteries. Limited interment lots are available at Prairie Haven Cemetery in the Veteran and Infant Sections only. No sales shall occur for Boone or Everglades. The City of Hobbs will make every effort to honor presented deeds for Boone or Everglades. The City of Hobbs reserves the right to offer property in Prairie Haven Cemetery or Prairie Haven Memorial Park in exchange for presented legal deeds for those cemeteries of limited and inaccurate records.
- It shall be recognized that the sale of lots is primarily for burial purposes. Lots will not be sold for the burial of pets or establishing a monument to express or advertise an individual or group's opinion, stance, view point, or platform.
- **Lot Selection Procedure** - Individuals seeking to purchase lots for either immediate interment or "pre-need" shall contact the Parks Superintendent or designated cemetery staff during normal business hours. Emergency lot selection may be made on Saturdays or exempt holidays upon notification and arrangements made by a verifiable Funeral Director. Cemetery staff will direct individuals to allow viewing of open sections. Upon selection of

lot(s), verification of availability must be made by cemetery staff through the City Clerk.

- **Payment Procedures** - Fee payments may be made to the City Clerk at City Hall, 200 E. Broadway, or to Cemetery staff at Prairie Haven Memorial Park Cemetery. Accounts receivable contracts may be established by the City Clerk or Cemetery staff to purchase pre-need lots by means of a monthly payment schedule. A minimum deposit of 25% per lot is required. The remaining balance may be paid out over six (6) months from the contract date in equal monthly installment amounts. No deeds will be issued or interments performed until total purchase price is paid.
- **Repurchase** - The City of Hobbs will repurchase property from the lot owners for the original purchase price less a \$10 documentation and filing fee. Lot owners must submit the original deed or accurate documentation establishing ownership to the City Clerk prior to processing of refund. Deeds are non-transferrable.

Interment Procedures

- Scheduling shall be made by the Funeral Director during business hours with a minimum 24 hour notice.
- Interment times must be verified by the Funeral Director with cemetery staff prior to final arrangement with the family.
- Processional police escort scheduling is the responsibility of the Funeral Director.
- Casket liners or vaults are required for interment at all City cemeteries and shall be placed by personnel contracted by the funeral homes. In emergency situations and at the discretion of the Parks Superintendent, assistance may be provided in the placement and handling of casket liners and vaults.
- All casket liners or vaults must be specifically designed and manufactured for the burial industry. Specifications of the construction of any liner or vault used in City of Hobbs cemeteries is subject to the approval of the Parks Superintendent.
- Closing procedure of the interment site will not begin until the public has departed the immediate area.
- City personnel have the authority to require that all bystanders vacate the immediate area before beginning the closing process due to safety and liability concerns.
- No vehicular traffic allowed on any cemetery property other than specified roadways.
- Cemetery staff will provide any and all planting and maintenance of vegetation on cemetery grounds unless otherwise appropriately approved

by the Parks Superintendent.

- Florals set on new burials will remain for at least 48 hours.

Disinterment Procedures

- All disinterments must be scheduled through a licensed Funeral Director.
- All disinterment scheduling is subject to other scheduling and must be flexible. All scheduling will be handled with office personnel.
- Funeral Directors must acquire a permit for disinterment and re-interment as issued by the state registrar, if required, and verified by cemetery staff.
- The City cannot be liable for the condition of remains or the methods by which they are retrieved. Cemetery employees are not to come in contact with the deceased in any matter. Cemetery employees are to unearth the ground and pull up casket and/or vault only. Employees may help put remaining casket and/or vault on a trailer for hauling purposes only.
- Funeral Directors shall be present at disinterments and are responsible for the removal of all remains (casket, vault, and deceased).

Monuments and Foundations

- The City of Hobbs shall designate basic specifications of monuments according to the location of lot(s). See sections on each particular cemetery for direct specifications.
- Monuments cannot be placed on lots until lots are paid for in full.
- Cleaning, repair, and other care is the responsibility of the relations of the deceased. Cemetery staff will not provide maintenance to monuments.
- The City of Hobbs reserves the right to temporarily move any monument in order to meet interment responsibilities or to permanently move any monument that is encroaching on other property, set without issuance of a permit or fails to conform to specifications herein established.
- Monument Permit Fees - All monument permit fees must be paid prior to the beginning of any work to set a monument.
 - Permits are obtained from the Cemetery Secretary or Superintendent.
 - All applicable entities to perform any work relating to monuments or foundations must sign in at the Chapel Office with either the Cemetery Secretary or Superintendent before the commencement of any work.
- Monuments must be set during normal business hours, Monday through Friday, with permits verified by cemetery staff.
- All monuments must have concrete foundations that conform to the size specifications of the particular location at which they will be set.

- Temporary markers will be removed and discarded when permanent markers are set.
- A final inspection by the Parks Superintendent or authorized staff will be conducted prior to approval and issuance of permits.
- Purchase of vases with a slender base, preferably square, should be avoided as they are easily broken by elements and vandals.
- The City of Hobbs is not responsible for any damages that may occur to any monument from vandals, the elements, or other causes beyond its control.
- Foot stones, curbs, ledger, copings, or any other form of barrier or property edging is prohibited.

PRAIRIE HAVEN

MEMORIAL PARK

CEMETERY

PRAIRIE HAVEN MEMORIAL PARK

- **General** - Prairie Haven Memorial Park was designed and is operated under alternative concepts. In attempts to meet community need for the next half century, the decision to be progressive in design and service was agreed upon by the governing body of the City in 1988. The facility opened in November of 1990.

The concept and philosophy is park-like in nature requiring predominantly low profile headstones, limited roadways and vehicular traffic, thereby lending to a more tranquil and peaceful atmosphere for both interment and visitation.

- **Chapel** - Prairie Haven Memorial Park is designed to offer one centralized location for burial ceremonies as an alternative to traditional church or funeral home chapel services. A beautiful and comfortable chapel is offered, at no charge, for any ceremony associated with interment at Prairie Haven Memorial Park and Prairie Haven Cemetery. The Chapel comfortably seats 100 and offers an electric organ, lectern, and spacious viewing area. The facility also offers a private family waiting room. The sound of running and splashing water has long been recognized for its soothing and serene effect. This atmosphere was developed around the Chapel area to attract and comfort individuals. We encourage those attending services or visiting to walk around the waterscape and enjoy its tranquility. A chapel usage fee of \$50 per hour will apply to non-interment ceremonies upon approval of Parks Superintendent
- **Grave side Services** - Holding of interment ceremonies at the burial site is discouraged. In keeping with the philosophy of Prairie Haven Memorial Park, access to the grave sites by vehicle is limited. Many burial sites are great distances from available parking. Ceremonies should be held at the Chapel in keeping with designed parking availability, safe public access, and comfortable accommodations. For these reasons, the City of Hobbs will not erect a tent for grave side services at Prairie Haven Memorial Park. Tents and chairs for grave side services must be coordinated through a funeral home.
- **Lot Availability** - Prairie Haven Memorial Park is divided into seven specific burials sections: 1) flat markers, 2) upright markers, 3) family estates, 4) veterans, 5) infants, 6) cremains, and 7) mausoleums. Lots are available in open rows of each section. Rows will be made available for sale according to need and capacities in order to maintain a more uniform development over the next half century.

- **Lot Size**

 - Adult Lots - 5' x 12'

 - Infant Lots -3' x 6'

 - Cremains - 3' x 6'

- **Monuments & Foundations**

 - Monuments may only be installed by a recognized monument company actively participating in the monument sales and installation industry.
 - Monuments must be of a granite or marble material (exceptions being flat Veteran's bronze markers).
 - Low profile markers must not be higher than 8" from the concrete foundation at its highest point, must not exceed 16" in width at the base, must not exceed 48" for a single lot or 108" for a double lot (inclusive of vases) in length, and must be centered on the foundation.
 - Upright markers must not be higher than 52", must not exceed 16" in width at the base, must not exceed 48" for a single lot or 108" for a double lot (inclusive of vases) in length, and must be centered on the foundation.
 - Foundations shall be 24" in width and shall extend the length of the west end of the lot.
 - All foundations must be of smooth finish and natural concrete color.
 - Foundations shall be constructed by the monument company contracted for the placement of the monument.
 - No monument shall be submerged in wet concrete during placement (except Veteran Administration issue).

- **Floral Receptacles**

 - Flower receptacles in low profile marker sections must be no taller than 15" from the foundation and be of a marble, granite or bronze material.
 - No plastic, wood, concrete, metal, or other material will be allowed as floral receptacles or decorations exception being ground level/reversible metal vases manufactured specifically for ground level placement.
 - No flowers shall be placed in maintenance lines, all flowers must be placed in acceptable receptacles.
 - Any flowers or miscellaneous articles placed outside of the foundation areas will be removed immediately.

- **Tree Planting**

 - Lots may be purchased for planting trees if maintenance is not hindered and tree planting policies are adhered to.
 - Tree lot prices are the same price as regular burial lots.
 - In addition to designated areas for lot sales, areas have been set aside for memorial tree planting.
 - Prior to any planting, prior approval must be given by Parks Superintendent.

- In order for a memorial tree to be placed in a burial section, a minimum of 4 lots must be purchased.
 - The 4 lots must adjoin each other in an appropriate fashion to allow proper rooting and canopy development in relation to other lots and trees.
 - Once a deed has been issued designating lots as tree lots, they shall remain as that.
 - Questions regarding tree placement should be addressed to the Parks Superintendent.
- **Benches**
 - In order to maintain the integrity of the low profile sections, benches are not allowed unless placed on property purchased for tree planting.
 - Benches are allowed in the upright monument section, providing they do not encroach upon designated burial lots.
 - Any benches placed in designated tree planting areas must be of a marble or granite material.
 - Benches placed in a designated tree planting area must be no larger than 48" long, 16" wide, 20" tall, and must be centered on foundation.
- **Chapel Services**
 - Interment ceremonies held at the Chapel include casket and floral transport to the burial location by cemetery staff.
- **Casket Transport**
 - Due to the occasional difficulties and the length of travel often necessary to transport a casket from the roadway to a grave site at Prairie Haven Memorial Park, the City of Hobbs makes available a casket carrier vehicle. Hearse or other vehicular traffic is not permitted off roadways.
 - The casket carrier is an electrical cart specifically designed to transport caskets in a safe, secure, and dignified manner.
 - The following rules and regulations are established regarding usage of the casket carrier and transporting the casket:
 - a. The casket carrier will be used at Prairie Haven Memorial Park only.
 - b. Use of the casket carrier for any service must be requested through the Parks Superintendent or authorized staff by the Funeral Director.
 - c. City staff and funeral home representatives are the only authorized operators.
 - d. Operators will secure the casket for transport.
 - Pallbearers shall place casket on carrier for transport and remove casket to grave after transport.
 - The casket carrier should be placed no closer than 10' from the hearse to allow for proper placement of the casket.

- g. Pallbearers should walk directly behind the carrier to the interment location.
- h. The Parks Superintendent has the authority to make field decisions concerning appropriate use of the casket carrier.

***PRAIRIE HAVEN
CEMETERY***

***EVERGLADE
CEMETERY***

BOONE CEMETERY

PRAIRIE HAVEN CEMETERY

- **General** - Prairie Haven Cemetery offers very limited available lots in the Veteran and Infant Sections only. Verification of available lots should be made through the cemetery staff.
- **Monuments and Foundations**
 - **Upright** - permitted in all sections except Section 16. Maximum size for upright monuments in sections 18 through 21 at Prairie Haven Cemetery is 16" wide by 42" long, and 52" high from foundation. Sections 1 through 15 shall be 16" wide by 48" long and 52" high from the foundation.
 - **Flat** - A maximum height of 8" from ground level is necessary to allow for appropriate maintenance.
 - **Foundations** - Sections 1 through 15 require foundations of 2' width and 5' length (with the exception of Section 8). Sections 18 through 21 require foundations of 2' wide and 4' in length. Foundation should be flush or level with the existing ground and have a smooth finish of natural concrete color.
- **Decorations**
 - All decorations must be placed on the monument or on the concrete with the monument and should be set as to avoid encroachment of decorations on to another property.
 - Any decoration may be removed at any time if deemed to impede maintenance or interment.
 - Any decoration may be removed at any time if deemed inappropriate or a detraction from the uniformity and attractiveness of any cemetery.

EVERGLADE AND BOONE CEMETERIES

- **General** - Records of burials and lot ownership for both cemeteries are limited. Grounds maintenance is the only service offered at these cemeteries.
- No lot sales.
- Verifiable deeds may be exchanged for lots in Prairie Haven Memorial Park or Prairie Haven Cemetery.

INDIGENT BURIAL

POLICIES

INDIGENT BURIAL POLICY

- The City of Hobbs will properly inter the body of a deceased individual deemed to be indigent by the Board of County Commissioners.
 - Indigent is defined as an individual lacking any visible estate out of which to defray the cost of burial and when no relative or friend of such deceased will undertake their burial.
 - It is the responsibility of the Funeral Director to make such determinations and properly inform the Board of County Commissioners.
 - The City of Hobbs will adhere to Chapter 24, Article 13 of the NMSA (1978 Comp.) in reference to any indigent burial.
- Request for indigent burial must be made through completion and submittal of a "Statement of Indigency and Promise to Pay" form. This form should be completed by a relative, friend, or Funeral Director and submitted to the Cemetery Office for approval and filing with the City Clerk.
- Cemetery and plot offered for burial of indigents.
 - The northwest corner of property owned and operated by the City of Hobbs as Prairie Haven Memorial Park shall serve as the indigent burial area.
 - The City shall designate the specific plot for burial.
 - The plot offered for burial shall be owned by the City and will not be offered for sale at any time.
 - The indigent burial area is specifically designed to be a lower maintenance area.
- Monument Regulations - The City of Hobbs recognizes the need for permanent identification of burials. Therefore, the City will allow markers meeting the following regulations:
 - Flat markers only - Markers must be ground level, enabling mowing equipment to pass over the surface without damage.
 - Markers must be no larger than 12" x 12". Veteran's markers will be the only exceptions.
 - Temporary markers provided by funeral homes are permitted.
 - Wooden, plastic, ceramic, or other nonpermanent markers are not permitted.
 - Permits and proper inspections concerning markers are required.
 - Concrete foundations are required below ground level.
 - Vases or other objects protruding from a marker are not acceptable and will be removed by maintenance crews.
- All policies, rules, and regulations governing the burial of indigents will be developed and implemented through the City of Hobbs Parks & Recreation Department based on Chapter 24, Article 13 NMSA (Comp. 1978), with advisement from the City of Hobbs Cemetery Board.