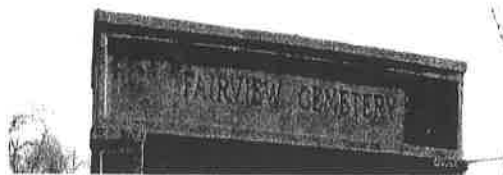


*Fairview Cemetery
Preservation Association
P.O. Box 5958
Santa Fe, New Mexico 87502*



*Fairview Cemetery
Physical Location
1134 Cerrillos Rd.
Santa Fe, New Mexico*

[http://www.fair](http://www.fairviewcemeterysantafe.org/)

[viewcemeterysantafe.org/](http://www.fairviewcemeterysantafe.org/)

FAIRVIEW CEMETERY PRESERVATION ASSOCIATION

POLICY / PROCEDURE: 16-01

INTERMENTS

1. This Policy / Procedure shall be the binding process for interring all individuals at Fairview Cemetery in Santa Fe, New Mexico.
2. Any deviation from the policies and procedures outlined herein must be approved by the president of the association upon a majority vote of the Board of Directors (the Board) of the Fairview Cemetery Preservation Association (FCPA). This Policy / Procedure may be changed or amended only by formal majority vote of the Board of the FCPA. Any such change or amendment shall be in writing and shall be published and added to this Policy / Procedure.
3. Owners of plots who wish to inter loved ones in Fairview Cemetery shall contact the FCPA and shall be provided a copy of this Policy / Procedure, or a copy of a fact sheet with relevant information, if available, as information on the process of interring family members in Fairview Cemetery plots.
4. Owners of plots who wish to inter loved ones shall provide the following information to the FCPA:
 - a. The Section, Lot, and Grave numbers owned by the family, and a copy of the deed to the plot(s);
 - b. The Grave number that they would like their loved one interred in;
 - c. Whether the interment will be a full casket burial or interment of an urn of cremains (cremated remains);
 - d. The date and time that the family would like interment to take place; and
 - e. A check or money order for the cost of the service.

This information should be provided in writing, preferably via email.

5. The cost of the burial service provided by FCPA, which consists of opening and closing the gravesite, shall be as follows:
 - a. Full casket burial: \$600.00
 - b. Interment of cremains: \$300.00

Payment shall be due at time of interment.

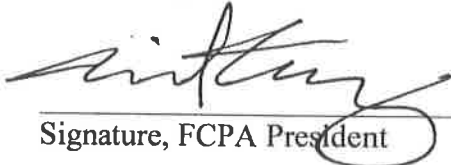
6. Upon receiving Section, Lot, and Grave ownership information from the family seeking to inter their loved one, FCPA volunteer staff shall verify ownership information by researching ownership records

FAIRVIEW CEMETERY PRESERVATION ASSOCIATION
POLICY / PROCEDURE: 16-01
INTERMENTS

maintained by FCPA. Verification or confirmation shall be made in writing, preferably by email to the family with cc's to FCPA Board officers.

7. Upon receiving date and time requested for the service from the family, FCPA volunteer staff shall consult with each other if appropriate and confirm availability of personnel to open and close the grave and agree to the date and time. Verification or confirmation shall be made in writing, preferably by email to the family with cc's to FCPA Board officers.
8. FCPA staff shall be prepare all graves for interments and be present for all interments.
 - a. If the interment is a full casket burial, FCPA staff shall contract with the backhoe operator, the day before the scheduled interment, and ensure that the grave is dug at least six feet deep and wide and long enough to accommodate the casket and its cover. Mortuary staff shall dress the open grave and lower the casket.
 - b. If the interment is a cremains burial, FCPA staff shall excavate the grave hole with the auger, prepare the site with astroturf, and, at the proper time, either lower the urn into the grave hole or assist the family in doing so.
9. Following the interment ceremony, FCPA staff shall remain on site until gravesite is closed and ensure that the gravesite and surrounding area are raked, free of debris, and presentable before departing.
10. FCPA staff shall collect payment at time of interment and deposit same into the fiscal agent bank within 24 hours of receipt.
11. The family shall be advised that a permanent grave marker or headstone shall be installed on the gravesite preferably within 90 days of interment but no later than 180 days after interment.
12. Interment of cremains, above a casket, in a gravesite already containing a casket shall not be permitted.

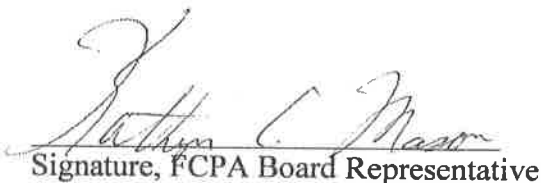
APPROVED:



Signature, FCPA President

5.19.2017
Date

Michael Mulligan
Printed Name



Signature, FCPA Board Representative

5/20/2017
Date of FCPA Board Approval