

Stafford Memorial Park
Operated by HCS Holding Company, LLC
154 Shelton Shop Road
Stafford, Virginia 22554

Policy of Instructions for Outside Memorial Installation

- 1) **Hours of Installation** – All installations are to be performed between the hours of 8:30am – 10:00am Monday – Friday to avoid the greatest opportunity of conflicts with funerals;
- 2) **Scheduling a Time for Installation** – We make installation appointments no earlier than 48 hours before requested date;
- 3) **Prohibited activities** – Installers are prohibited from driving any unapproved equipment onto the grass areas of the cemetery unless arrangements have been made ahead for the rental of mud tracks;
- 4) **Site Layout Instructions** – Stafford Memorial Park is laid out with aluminum discs stamped with the designated block numbers within each area of the cemetery. Installations must be made using string–line accuracy off of the discs to the right, left, front and back of the block of the subject installation. A map of the general vicinity of the installation location along with a more specific block map will be faxed prior to installation;
- 5) **Placement on grave lot** – Top side of memorial must fall 8" off string line at the head of the grave. **DO NOT USE EXISTING INSTALLATIONS TO ALIGN YOUR INSTALLATION;**
- 6) **Excavated dirt** – All excavated dirt must be removed and disposed of either off site or in the designated area of the cemetery. **NO DUMPING IN DITCHES OR TREE LINES;**
- 7) **Temporary memorials and/or decorations** – Installers are responsible for clearing gravesite of all decorations and temporary memorials and disposing of such items either off site or in proper trash receptacles upon completion of installation. If family requests items be saved it will be installers responsibility to return items to the family;
- 8) **Contact with Stafford Memorial Park Employees** – Any contact with Stafford Memorial Park employees while on site must be made through the main office by calling 540–659–2191.