

**RULES AND REGULATIONS
GOVERNING
OAK HILL, MAPLE GROVE and MEMORIAL PARK CEMETERIES
Lawrence, Kansas**

Oak Hill Cemetery, 1605 Oak Hill, Maple Grove Cemetery, located near the intersection of U.S. Highway 40, 24 and 59 North and Memorial Park Cemetery, 1517 E. 15th are responsibilities of the Cemetery Division, Parks and Recreation Department, City of Lawrence.

The goal is to provide a well-maintained final resting place for those citizens who wish to purchase space within city-owned ground where perpetual care and supervision are provided.

The office is located at 1517 E. 15th office hours are Monday thru Friday from 8:00 to 12:00 p.m. Records are kept at this office and at the City Clerk's office in City Hall.

A. LOTS

1. All lots shall be held and used for burial of human remains and when sold shall include the cost of perpetual care, which is defined to include keeping graves filled, seeded and the turf maintained.
2. The City of Lawrence shall have the right to remove any erection or enclosure or anything which it deems detrimental to the general good appearance of the grounds or which shall, in the judgment of the Cemetery Supervisor, prevent the easy or proper care of the lot.
3. The boundaries of lots may be marked by owners by cement or stone corner posts, which must not be set above the surface of the ground.
4. No transfer or assignment of any lot or any interest therein shall be valid without securing the notarization of the transfer in the office of the Cemetery Supervisor with his/her endorsement in writing. A fee of \$35.00 will be obtained for any transfer of a name on a deed, due to family status, or selling of a lot. Lots with monuments thereon larger than two feet by four feet or monuments of any size so situated on the lot that it cannot be divided in two equal parts shall not be divided.
5. All graves on lots sold in the cemeteries shall be filled and seeded flat so as to be level with the surrounding surface of the lot; in other parts of the cemetery no mound shall be permitted on any grave .

B. PLANT AND FLOWER DISPLAY REGULATIONS

Plants and flowers may be displayed in all city cemeteries following these guidelines:

1. The City of Lawrence and cemetery personnel assume no responsibilities for flower arrangements; owners assume all risk.
2. No Shepard hooks, or any other hanging basket will be allowed.
3. Containers may be anchored, (No Glass) but caution should be used in using wire material due to mowing and trimming hazards.
4. Plastic or artificial flowers are permitted, but are required to be displayed in containers. All will be removed as mowing and maintenance responsibilities require.
5. All flowers (cut & artificial) are removed by cemetery personnel one week after Memorial Day due to mowing and maintenance responsibilities. All flowers and decorations placed on the ground will be picked up at this time. After these have been picked up, all new decorations must be placed within 6 inches of marker. All winter decorations will be picked up after March 1st and **all** flowers and decorations will be picked up in **Memorial Park Cemetery** also at that time whether on ground or in vases.
6. Owners must obtain permission from cemetery personnel to plant permanent plant materials such as shrubs, trees, flowers, etc in Oak Hill Cemetery. Cemetery personnel will trim and prune all plant materials as necessary. **No planting is permitted at all in Memorial Park**
7. All decorations (flowers, signs, personal items, memorials, etc.) must be within 6 inches of monument. No hanging of anything in trees or bushes. No physical structures or materials allowed beside the monument, this includes any fencing or edging material. No mulching material or gravel is allowed. Anything placed outside 6 inches will be picked up by cemetery staff.
8. All floral decorations in **Memorial Park Cemetery** whether natural or artificial, shall be subject to the Cemetery's written policies concerning same as are posted or on file and available for inspection in the Cemetery's office. The Cemetery may remove all floral designs (artificial or natural), flowers, weeds, trees, shrubs, or plants of any kind from the Cemetery as soon as, in the judgment of the Cemetery management, they become unsightly or diseased, or if they do not conform to the Cemetery's policies.
9. Permanent plant material and flower arrangements will be placed at head of grave and the ends of marker or monument. No rose bushes, or ground cover is allowed.
10. Lot owner's cooperation in adhering to these rules will be appreciated. Personnel at the cemetery office will be happy to be of service to you.

C. SINGLE GRAVES

1. For the accommodation of those who do not wish to purchase family lots, certain portions of the ground have been set apart to be sold as single graves.
2. In the case of the purchase of a lot and the removal of a body from a single grave thereto, the usual price of disinterment and reinterment will be charged and the amount paid for the ground or single grave will be allowed toward the removal charge.

3. The current charges for graves in city cemeteries are as follows:

Single Graves - \$700.00
Infant Graves - \$150.00

D. INTERMENTS

1. All interments fees shall be paid prior to the graveside service. No service times later than 4:00 p.m. will be allowed.
2. Graves for adults shall be not less than five (5) feet in depth, and for children, not less than four (4) feet in depth.
3. No interment shall be made of two or more bodies in one grave, except cremation, the fee being the same as noted in the rules; or in the case of mother and infant or two infants in one casket.
4. No interment of any other than that of a human being shall be permitted in the cemetery.
5. When interments are to be made, notice shall be given to the cemetery 24 hours prior to time of such interment, giving the size of box to be used and, if on a private lot, the location of grave.
6. No interment of any body other than of an immediate relative or heir of any lot owner shall be made on any lot without the written permission of such lot owner being filed with the cemetery, and no lot owners shall allow interments to be made in their lots for remuneration.

7. The current charges for opening and closing graves in City Cemeteries are as follows:

Adult Full Burial (actual service time)

M-F until 2:00 p.m.	\$650.00
After 2:00 p.m. until 4:00 p.m. weekday	\$900.00
Saturday until 11 a.m.	\$900.00
Saturday after 11 a.m. until 4:00 p.m.	\$1100.00

Infant	
M-F until 2:00 p.m.	\$275.00
After 2:00 p.m. until 4:00p.m.	\$300.00
Saturday until 4:00p.m.	\$400.00
Cremation	
M-F until 4:00 p.m.	\$300.00
Saturday until 4:00 p.m.	\$500.00

We only supply a pedestal when requested. No tent or chairs, or greens will be provided.

Disinterment of a full burial (M-F only)	\$1100.00
Disinterment of a cremation (M-F only)	\$150.00

Prices for opening and closing graves do not include tent, chairs, grass matting, and lowering device. All services times are to be no later than 4 p.m.

8. All burials shall be made in concrete boxes, concrete vaults, or metal vaults; exception: infants may be buried in wooden boxes.
9. **No urn vaults** at Oak Hill Cemetery, Memorial Park Cemetery or Maple Grove Cemetery.
10. No interments shall be made on Sunday, or City-recognized Holiday.
11. No person, firm, or corporation, other than recognized and approved licensees or the personnel of the cemetery shall be permitted to install containers or vaults in the cemetery.
12. Any Social and Rehabilitation Services (SRS), or indigent burials will take place Monday thru Friday, with a service of 11 a.m. graveside. Must all follow the same guidelines 2 piece outer burial container and cloth covered casket only. If burial space is not owned, a space will be selected at the discretion of the Cemetery Supervisor. Any times other than 11 a.m., or services other than graveside will require a full service fee, and space fee.
13. Any SRS infant burial (up to 1 year of age) will be entitled to a free space in sec. 22. Opening and closing of grave will be at no cost M-F until 1p.m. service time. Anytime after 1p.m. or weekends will require a full service fee.

E. MONUMENTS AND GRAVE MARKERS

1. All mausoleums, monuments, headstones, benches, or other permanent memorials above ground must be constructed of first quality granite from recognized monumental quarries (no marble, limestone, crystalline, concrete, etc), or United States Bureau of Standards quality bronze.

2. Persons engaged in erecting monuments or other structures are prohibited from attaching ropes to trees and shrubbery and from scattering their material on adjoining lots or leaving the same on the ground longer than is absolutely necessary.
3. All headstones in Section 14A, 16, 22 and the Veteran's Plot at Oak Hill Cemetery and **all** of *Memorial Park Cemetery* must be set at ground level. No benches are allowed in those areas also. All other sections in Oak Hill may have above-ground memorials.
4. The City of Lawrence shall have the right to reset any or all bevel or ground level monuments that are deemed detrimental to the appearance of the grounds, or which shall prevent proper care of the lot.
5. Any or all monuments or memorials placed on a lot with an existing aboveground monument must be placed at ground level. Any bench bearing a name will be considered as a monument or memorial.
6. All temporary markers that are provided by the funeral homes at the time of interment will be placed flat on the grave and shall be removed after one year by cemetery staff.
7. All spaces in Oak Hill are 5 ft. wide, a width on a marker will not be greater than 48". Double markers will be no greater than 80" for two spaces. In *Memorial Park* spaces are 40" wide. A marker will not be greater than 28". Double marker for two graves shall not be greater than 60". Infant markers in all cemeteries are not to be larger than 20 x 20 inches.
8. No bevel markers allowed. All markers must be flush with the grass level or on a 6 inch thick granite base.
9. All slabs or collars for government markers, benches, bronze markers, etc. must be made of granite. No concrete is allowed.
10. All inverted vases must be in a grave marker. No vases are allowed to be placed separately.
11. We allow two memorials per grave space. Unless specified it can consist of an above ground monument and a flat marker that is to be placed in the middle of the grave and is to be flush with the turf. All memorials in **Memorial Park Cemetery** must be flat and flush with the turf.
12. All granite memorials and bases for bronze memorials in *Memorial Park Cemetery* must be a minimum of 4" thick and a maximum of 6" thick.
13. All photos of persons, or things, must be an integral part of bronze and granite markers. Such photos attached separately to the markers, or covered with glass or metal will not be allowed.

F. FOUNDATIONS

1. All monuments and engraved stones must be placed upon foundations built of solid masonry or concrete, with a depth no less than 12 inches, and a dimension to be the same as the marker. All foundations must be wet set.
2. Foundation resets may be built by the employees of the cemeteries under the direction of the Cemetery Supervisor, and at the expense of the lot owner or monument company. Private companies will build all foundations adhering to the following regulations:
 - a. Public liability insurance in the amount of \$500,000.00 naming the City of Lawrence as an insured will be provided by the installer.
 - b. Evidence of adequate worker's compensation insurance will be provided by the installer.
 - c. Cemetery personnel will schedule upon reasonable notice, all installations with consideration for burial services, personnel, weather conditions, etc.
 - d. A 24 hour notice will be phoned in to cemetery office by installer for foundations. Flags will be placed out for up to 5 days.
 - e. The installer will be responsible for clean-up and removal of excavated dirt to the satisfaction of cemetery personnel. Prior approval must be approved for delivery vehicles to drive into sections.
 - f. A final foundation inspection will be provided by cemetery personnel before placement of any monument.
 - g. A bond will be required to insure compliance with these regulations and to correct any installer mistakes at the installer's expense.
 - h. Headstones and monuments are to be set by the monument company selling the stones.
 - i. Seller must provide adequate map for monument location to installer. No markers, or monuments to be left at maintenance shop or along road. All foundation work (including installation) will be done the same day the monument is delivered.

G. VETERAN'S PLOT

Oak Hill

Individuals choosing to be buried in the veteran section of Oak Hill Cemetery must provide proof of an honorable discharge from the military. Families of veterans may not be buried

here. The grave space in the Veteran's Plot is free, but families must pay for grave opening and closing, foundation work and setting of government-issued gray granite grass markers.

Memorial Park

Individuals choosing to be buried in Park A section must provide proof of an honorable discharge from the military. Grave spaces in Park A are free for Veterans. Family members may be buried with them for a regular grave fee. Families must pay for grave space, opening and closing, foundation work and setting of government-issued gray granite grass markers

No Shepard hooks, statuary or any other hanging decorations are allowed in the Veterans Plot/Park A.

H. NATURAL BURIAL PLOT (section 15 C)

In September of 2008, the Lawrence City Commission approved to open the 1st Natural Burial Cemetery in the state of Kansas. It is located on the north side of Oak Hill Cemetery. This will be an all natural area. The area will not be mowed.

1. Bodies must be interred in at least a minimum of a cardboard carrier. Top of carrier may be left off with the immediate families' approval. Wood carriers may be used but they must be made of natural, biodegradable materials (such as cardboard, hardwood) No particle board made with adhesive will be accepted. If so desired by the funeral home or family, a biodegradable 1" x 12" x 6' flat board will be provided by the City to place under the carrier. Metal, concrete, plastic, other synthetic materials and/or stone may not be used for interment, but caskets approved by the Green Burial Council may be used. Cremains may be interred directly.
2. Deceased bodies that are embalmed or otherwise chemically preserved may not be interred in this area.
3. Concrete or steel vaults will not be permitted
4. No cut, machined, or polished markers or monuments of any kind are permitted. You may have engraved natural, flat rocks, or boulders.
5. Native plants, flowers, grasses are the only decorations permitted. No artificial flowers, wreaths, tree chimes and/or any other decorations will be allowed.
6. No Shepard hooks, or ceramic, glass and/or other type of figurine will be permitted.
7. Graves may take several years to settle back to the original ground level. Parks and Recreation staff will adjust the ground around uneven graves periodically throughout the year.

8. All work done in the Natural Burial Cemetery will be done by Parks and Recreation staff only. No planting will be done until approved by the Parks and Recreation Horticulture Division.
9. All graves will be dug by machine at a depth no less than 5 feet.
10. The funeral home contracted by the family will provide a lowering device and tent. If the family does not want the use of a lowering device, city staff will be provided to lower the deceased into the ground. If so requested, the city will provide a wheeled carrier to place the casket on from the road to the grave site. Due to liability, all families requesting to assist in the lowering of the deceased, will be designated and staged behind city staff. City staff will be designated and staged closest to the grave. If no lowering device is used, the City will provide a bio-degradable 1" x 12" x 6' flat board and ropes necessary to safely lower the deceased into the ground.
11. City staff will hand shovel the first 1/3 of the grave, then modern machinery will complete the process of burial. If family requests to assist in the interment of the grave, shovels will be provided by city staff.

I. MAUSOLEUM REGULATIONS

1. Mausoleum crypt decorations shall be limited to such decorations as may be placed in permanent vases. The use of decorations which are either placed on the floor, or freestanding easels, or on wrought iron stands, or which are attached directly by wire, tape, glue or such other similar method, is strictly prohibited.
2. Except where otherwise expressly authorized by the Cemetery Supervisor, any lettering or crypt plaques used on any crypt or niche, must be bronze material and all fittings, adornments, urns, inscriptions, and name plates for crypts or niches are subject to approval by the Cemetery Supervisor.
3. All remains entombed in mausoleums shall be in a casket or alternative container conforming to the standards as prescribed by the Cemetery Supervisor. The Cemetery Supervisor may in its discretion require that mausoleum entombments be in a casket or alternative container, or other container approved by the Cemetery Supervisor, which is constructed and designed to be resistant to the leakage of fluids and odors.

J. VISITORS

1. Gates at all cemeteries are open dawn to dusk.
2. Persons accompanied by dogs running at large shall not be admitted.
3. The Cemetery Supervisor shall refuse admission into the grounds of all trespassers and

improper persons and shall expel those who may violate any of the rules governing the cemeteries.

4. The driveways shall not be considered public thoroughfares.

K. MODIFICATIONS AND AMENDMENTS

1. A copy of the Rules and Regulations, and any amendments thereto, shall be made available for inspection upon request at the Cemetery office.
2. Circumstances may arise in which the literal enforcement of the Rules and Regulations may impose unnecessary hardship. The Cemetery, therefore, reserves the right, without notice, to make exceptions, suspensions, or modifications in any of the Rules and Regulations when, in its judgment, the same appear advisable. Any such temporary exceptions, suspension or modifications shall in no way be construed as affecting the general application of these Rules and Regulations.

Revised 10-09