

# **CITY of ASHLAND, OREGON**

## **CEMETERY RULES AND REGULATIONS**

### **MOUNTAIN VIEW, ASHLAND and HARGADINE CEMETERIES**

Grounds hours of visitation: 7 a.m. to dusk daily

Office: 8-3:30 Monday - Friday

Main Mausoleum: 8-3:30 Monday - Friday

Closed weekends and holidays

(except by special arrangements)

## **PREFACE**

It is the goal of the City of Ashland's management to maintain all Cemeteries as quiet and beautiful resting places for the deceased. There is no attempt to interfere with individual tastes. Rather, these rules and regulations are set forth for the benefit and protection of all lot owners and for the maintenance of the grounds.

## **I. GENERAL REGULATIONS**

### **A. Ownership and Management:**

1. All Cemeteries owned by the City of Ashland are under the management of the Department of Public Works. The Cemetery Sexton will be the City's representative on site.
2. All questions concerning cemetery records, purchasing procedure, interment arrangements, perpetual care and other services may be directed to the Mountain View Cemetery office located at 440 Normal Street, Ashland Oregon 97520. Their phone number is (541) 482-3826.
3. The City of Ashland is in no way responsible for damage or loss to any lot, including markers, monuments, urns, or grave decorations.

### **B. Services to be provided by cemetery personnel only:**

1. Pre-need and at-need services and sales for the community
2. Interments: permit required.

**B. Services to be provided by cemetery personnel only (cont.):**

3. Disinterment: permit required if transferring to another cemetery.
4. Installation of marker, monument and urn foundations.
5. Perpetual care of all lots, include mowing of the grounds at reasonable intervals, the seasonal removal of leaves and other debris, the trimming of grass around markers and monuments and the repair of sunken graves.
6. General maintenance such as tree work, road work, snow removal, upkeep of water lines, trash removal, etc., will be performed as necessary.
7. Facilities maintenance as required to maintain structures and buildings.
- 8) Assisting the public in locating gravesites.

**C. Conduct in the Cemetery will be in accordance with all City of Ashland Ordinances such as but not limited to:**

No person will:

1. Throw rubbish or debris on any part of the cemetery grounds.
2. Pick or mutilate any flower or disturb any tree, shrub or other plant material.
3. Consume alcoholic beverages on the premises.
4. Permit any domestic animal other than service dogs to enter the cemetery unleashed.
5. Discharge a firearm in the cemetery unless part of an authorized salute at burial or memorial services.
6. Set off fireworks on cemetery grounds.
7. Damage any monument, marker, urn, vault or other structures on cemetery property.
8. Use any form of advertising on the premises.
9. Drive in excess of 5 mph.
10. Violate any City of Ashland codes.

**C. Conduct in the Cemetery will be in accordance with all City of Ashland Ordinances such as but not limited to (cont.):**

11. Drive off established roads without permission of the management.
12. Use the cemetery as a public thoroughfare, other than on the designated bike path.
13. Gain entrance to the cemetery except via established entry points.
14. Gain entrance to the cemetery before dawn or after dusk.
15. Use motorized pleasure vehicles such as snowmobiles, go-carts, etc., within the cemetery.
16. Disturb or harm wildlife on cemetery property.

**D. Operational Policies**

Staff may from time-to-time establish and implement policies to improve cemetery operations which will include but are not limited to regulating foundation size, changing maintenance policies, etc.

Staff will not work after normal working hours (Monday-Friday 7:00-3:30) unless prior arrangements have been made.

After hours calls will be recorded on the Public Works answering service and returned the following day. All emergency calls will be routed through the after hours answering service at 541-488-5353. If required, the answering service will then contact the cemetery personnel.

**II. BURIAL LOTS**

**A. Purchase**

1. All cemetery spaces are to be purchased for the interment of human remains.
2. No cemetery spaces can be purchased for speculative purposes.
3. All spaces are to be sold with the provision for perpetual care.

## **A. Purchase (cont.)**

4. All sales of cemetery services and merchandise will be conducted at the cemetery office located at the Mountain View Cemetery, 440 Normal Ave., Ashland OR 97520. Payment can be made at either the cemetery office or the Utility Billing desk located at 20 East Main Street, Ashland, Oregon, 97520. Check are to be made payable to the "City of Ashland".
5. Upon complete space payment, a deed will be issued by the City Recorder. If purchased by more than one person, each person's interest will be specified. The term "deed" will be interpreted as meaning having burial rights only.
6. A time payment plan may be arranged with the City of Ashland Finance Department. No urn, marker or monument will be installed until full payment is received.
7. All spaces purchased are subject to rules and regulations now in force and to those that may be adopted in the future.
8. Cemetery spaces are exempt from property taxes and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.
9. A grave space may be reserved for 30 days at which time if the individual requesting the space does not proceed to make payments, the City will remove their name from the space.
10. The City will buy back grave spaces, but only for the original purchase price.
- 11) The City Recorder requires the original deed before any changes to that deed can take place. If the persons whose names are on the deed wishes to sell it back to the City of Ashland or transfer it to another person they must write a letter stating their intentions and send it and the original deed to the Cemetery Sexton. The letter must contain the transfer person's name and address. These documents will be forwarded to the City Recorder.

### **III. FUNERALS**

#### **A. Requirements**

1. Unless arrangements with the City of Ashland have been made, no interment will take place until the grave space is paid in full with the exception of indigent cases.
2. No interment will take place without a signed Interment Authorization Form required by the State of Oregon.
3. All burial containers must be approved by the Sexton.
4. Funeral directors making arrangements for burials will be responsible for all charges not paid by the space owner.
5. Sexton fees for all services on holidays or weekends will have an overtime charge.
6. One adult or child interment is permitted per grave space, except as allowed under line 8.
7. Openings requested by funeral directors will be construed as requested by the space owner. The cemetery management shall not be responsible for errors in openings if given incorrect information.
8. Cremains may be buried above another grave limited to not more than four cremains or two markers per grave space unless given prior approval by the Cemetery Sexton.

#### **B. Services**

1. All funeral processions within the cemetery will be under the direction of the Cemetery Sexton.
2. Workers will suspend their labors during graveside services.
3. Funeral designs and floral pieces will be removed by the City when they become unsightly.
4. Graves will be opened and closed by City of Ashland employees or their agent.

## **IV. LOT CARE**

### **A. Monuments, markers, and foundations:**

1. Family Plots consisting of three or more spaces may have a monument identifying the family name placed upon a space within the plot. The Cemetery Sexton will decide where the monument is to be placed.
2. For single spaces, one marker is permitted per grave space. If cremains are placed above a burial on the same space, then the second marker must be a flush marker.
3. All monuments and markers are to be constructed of durable granite, cut stone from recognized quarries, standard bronze, quality marble, or standard metal as used by veterans' organizations. Other materials have to be approved by the Cemetery Sexton.
4. Monuments and markers may be installed upon a foundation constructed by City of Ashland employees or designated agent at the lot owner's expense in accordance with City policy.
5. Monuments and markers placed upon the foundation may be installed by the space owner or agent with prior permission by the Cemetery Sexton. The cemetery will be responsible for installing government markers.
  - a. Those persons engaged in placing monuments or markers will provide adequate planking to protect the turf.
  - b. The site must be left in a clean and orderly condition.

### **B. Decorations**

Decorations will be defined as anything natural or artificial such as but not limited to figurines, flowers, stuffed animals, ornaments, wrought iron, urns, photographs and the like.

1. Not more than two urns will be permitted per space on each side of a single marker or family monument.
2. In addition to any urn(s), a space owner may decorate a grave site with artificial or natural flowers which can be placed in a metal or plastic container suitable for display.

## **B. Decorations (cont.)**

Glass containers or decorations are prohibited. Military flag holder(s) and flags for those that served in the military, as well as those by recognized community organizations such as Rotary are exempt from these regulations. Stuffed animals are prohibited except those placed during the initial interment. Decorations that staff deem to be excessive will be removed.

3. Winter grave decorations are permitted beginning November 15 through March 1st. Decorations not removed by March 1<sup>st</sup> will be considered abandoned and will be disposed of by the City.

4. Spring grave decorations are permitted beginning April 1 through November 15. Decorations not removed by November 15 will be considered abandoned and will be disposed of by the City.

5. For new grave decorations outside the above mentioned times; please inform staff so that they do not get removed.

6. Copings, fences, curbs, mounds, structures of wood or equally perishable material are prohibited. Structures or enclosures established on any space prior to the addition of these regulations, which have in the judgment of the management become unsightly, will be removed.

7. The planting of flowers, perennials and shrubs on a space is not permitted.

8. No tree or shrub may be pruned or removed without the consent of the management.

9. Planting of trees will be done by cemetery personnel and only at locations approved by and maintained by City.

10. Hanging decoration on any tree, shrub, and/or other structure in the cemetery is prohibited except when given permission by the Cemetery Sexton.

## **V. MAUSOLEUM CRYPT NICHES**

The cemetery encourages the use of fresh flowers in the mausoleum and niche areas, although artificial arrangements may also be used. Attention should be given to the following:

1. Caution should be used in selecting artificial flowers as some dyes can run and deface the crypt or niche front and possibly those below.

## **V. MAUSOLEUM CRYPT NICHES (cont.)**

2. Avoid the use of sand or gravel in a crypt or niche vase to hold flowers in place.
3. Glass or breakable containers are not allowed.
4. No arrangements, flags, decals, etc, are allowed to be attached in any manner to a crypt or niche front.

## **VII. RULES VIOLATIONS**

These regulations are designed to preserve the appearance and dignity of cemetery and mausoleum areas. Staff may remove from the cemeteries any person violating any of the above Rules and Regulations.

Revised December, 2013