

**RIVERSIDE CEMETERY DISTRICT
RULES AND REGULATIONS
Effective June 20, 2000 (Partial) – Revised February 1, 2016**

CEMETERY DEEDS

A cemetery deed shall be issued for each and every purchase of a cemetery lot upon payment of the proper fee. Such cemetery deed shall convey to the owner the right of burial below ground and the right of designation of who may be buried in the lot or lots covered by such deed.

ARRANGING FOR BURIALS OR DEEDS

A copy of a request form completed by the Cemetery District Office shall be presented to the Sexton when requesting a grave be opened. A copy of the form shall be given to the purchaser, a copy to the Funeral Director, a copy to the Sexton, and a copy filed in the District's Office. Such form shall show name of deed holder, section, block and lot to be opened; name of deceased; date of death, date and hour of burial; opening fee and/or deed fee. In the case of deed issuance, the form shall also show the address of the person to whom the deed is issued.

SEXTON NOTIFICATION OF BURIAL

The Sexton shall have a minimum of 24 hours' notice to have a grave opened and set up made for burial. In winter or extremely cold weather, this minimum shall be 36 hours. Additional time may be necessary under extreme conditions. The Funeral Director and families should try to cooperate with the Sexton in this matter.

NO SUNDAY OR HOLIDAY BURIALS

No burials will be allowed on Sunday or legal holidays, unless the local health officer feels a burial is needed to protect public health. There will be no Saturday burials unless the funeral home is involved. This includes cremains burials. Private cremains burials Monday through Friday must take place between the hours of 9:00 a.m. and 4:00 p.m. Any Saturday burial must be completed by 12:00 noon.

BURIALS

Nothing but dead human bodies, fetuses or cremains may be buried in Riverside Cemetery.

FEES FOR LOTS, BURIALS, DISINTERMENT, LOT REPURCHASE

Fees for Lots and Burials: The Board of Trustees of Riverside Cemetery District, the three full-time employees, and any licensed funeral director authorized by the Board may sell lots in Riverside Cemetery to the following persons for cash:

- (a) To anyone for a deceased resident of the District, the price will be \$200.00 for a lot, and \$500.00 for a lot if the deceased person is a non-resident. If the deceased person is a non-resident for whom the Department of Public Assistance and Social Services is providing the burial, or to be paid for by Park County, Wyoming, the price of the lot will be \$50.00.
- (b) To any resident the price of a lot will be \$200.00, except for children under age 18, the price will be \$500.00.
- (c) No individual shall be allowed to hold title to more than one (1) lot at any time except for deeds to the contrary issued prior to June 20, 2000. The Board of Trustees may approve transfers of lot owners to a family trust, but the number of lots and ultimate distribution on termination of the trust is subject to sole approval of the Board.

- (d) The fee for the opening and closing of a resident and/or non-resident grave will be \$200.00, including the D-PASS and Park County, Wyoming burials. Saturday openings (with funeral home involved) will be an additional fee of \$400.00.*
- (e) To anyone for a deceased baby, regardless of residence, the price will be \$100.00 for a baby lot located within a section designated for infant burials. The opening and closing fee for such lot will be \$100.00. Infants of one year or less may be buried in an adult casket with an adult with no additional charge. Saturday openings of baby lots will be an additional \$300.00.
- (f) The price of a lot in Section 14 cremains area will be \$100.00 for resident and \$200.00 for non-resident. The fee for burial of cremains will be \$100.00 for residents and non-residents, and placement will be allowed in an otherwise occupied lot, provided lot owner or owner's family give consent. One set of cremains will be allowed in a full-burial lot as long there is or will be another full burial. Saturday openings (with funeral home involved) will be an additional \$300.00.*
- (g) The price of the niches in the columbarium at Riverside Cemetery will be \$200.00 for resident and \$400.00 for non-resident. This price includes the granite fronts of niches, but does not include the engraving which will be an additional charge (to be determined). The fee for openings of the niches will be \$100.00 (every time the niche is opened). Saturday openings (with funeral home involved) will be an additional \$300.00.* Niche openings for personal items will be during office hours ONLY (Monday-Friday, 8:00 a.m. – 4:30 p.m). Access keys for niches belong solely to Riverside Cemetery District, and staff will be responsible for all openings/closings.
- (h) No lot or lots will be sold to residents or non-residents other than as provided in paragraphs (a), (b) and (c), except with the prior approval of the Board of Trustees, and if approved, the price of each lot will be \$500.00.
- (i) The lot fees and burial fees for any U.S. Trooper who is a resident and is killed in action or a service-related accident will be waived.
- (j) No Saturday burials will be allowed unless the funeral home is involved in the service. This includes cremation interments as well as niche interments.

For the purposes of these Regulations, a "Resident" is defined as a person residing within Riverside Cemetery District, or paying property taxes on property located within Riverside Cemetery District, or claims the District as his or her place of residence while serving in the armed forces or attending college. Sales may be denied to any person who, in the opinion of the Board of Trustees, attempts to circumvent these Regulations.

Fees of Disinterment: A fee of \$2,000.00 will be charged for any disinterment requested by the lot owner or when necessary, the lot owner's family.

Repurchase of Lots: No resale or transfer of lots in Riverside Cemetery will be allowed except by being done through the District Office, or the Attorney for Riverside Cemetery District and with the prior approval of the Board of Trustees.

All deeds are delivered by the District and accepted by the grantee, subject to the laws of the State of Wyoming now in force or that may hereafter become in force, applicable to cemeteries and are also subject to the conditions, limitations, privileges, and restrictions specified in the rules, policies, regulations, minutes and bylaws of Riverside Cemetery District now in force or that may hereinafter be enacted by it in conformity to law.

APPROVED OUTER BURIAL CONTAINERS

Any outer burial container of steel, fiberglass or PVC is permissible. No burial of adults shall be permitted without an approved outer burial container. Newborn infants or fetuses may be buried in only one container if such container is equal to ¾" pine in strength or greater.

MONUMENTS AND MARKERS

Permit to Set Monuments: Before attempting to set permanent type grave markers of any kind, a permit must first be secured from the District Office or such other person as the Board of Trustees may direct to issue such permits.

Monument companies or any person setting monuments, etc. shall find out from the Sexton the line on which to set monuments, markers, etc. After the setting of such monument, it shall be inspected by the Sexton or such other person so designated by the Board of Trustees. Failure to comply shall be grounds for the Board of Trustees to refuse permission for the setting of markers.

Beyond these limits, the Board of Trustees or any of its employees shall not be liable for any labor, materials, or workmanship. All monuments and markers of any kind shall be considered the property of the purchaser and his responsibility for proper upkeep. No peace lights, eternal flames, etc. shall be allowed without PRIOR Board permission. Description of the proposed plan must be submitted to the Board for approval.

Monument companies and/or others installing monuments and markers on Cemetery grounds are required to clean up all debris from such setting, leaving the site in a neat, clean and orderly condition.

Size and Type and Setting Requirements: All markers or monuments shall be of a permanent type material, excluding wood and wood products. The following height restrictions for headstones and monuments shall apply to the sections of the cemetery:

- (a) No height restrictions in Sections 4, 5, 6, 12 and 13.
- (b) Maximum height of 24" in Sections 15, 16, 17, 18, 19, and 20.
- (c) Maximum height of 16" in Sections 1, 2, 3, 7, 8, 9, 10, and 11.
- (d) Flush to the ground in Section 14 in Riverside Cemetery and Section 22 in Riverside-Graham Cemetery.
- (e) Markers placed under benches or trees must be flush to the ground and must not exceed 12" x 16", and must be approved by the Sexton prior to installation.
- (f) Maximum height of 24" in all Sections in Riverside-Graham Cemetery except those designated as cremation lots.
- (g) Maximum height of 12" in designated baby sections.

All monuments, markers, plaques or other type of permanent grave marking (except lodge or organization emblem stakes) shall be set in concrete of not less than a 4 to 1 mixture, with a minimum of 4 inches of thickness for the base and a concrete border of 6 inches. All such markings shall be set at the west end of the grave with the edge of the concrete border being on the grave line, with the marker being set so that the edge is 6 inches from the grave line. Headstones shall be set facing west. All bases in Sections 15, 16, 17, 18, 19 and 20 shall have above ground vases or recessed vases or have holes for decorations. Bases in Section 14 shall have recessed vases or have holes for decorations. ALL NEW BASES PLACED must have above ground vases, recessed vases or holes for decorations.

Benches and Placement: Ornamental benches (to be placed in designated planting areas only) must be purchased from Riverside Cemetery District, and placed in those areas by cemetery personnel only.

Grave Border: There shall not be any type of grave or lot border of any kind, either temporary or permanent. The Board of Trustees of Riverside Cemetery District shall have authority at their discretion to remove any existing temporary or permanent type of border.

Removal of Stones and Markers: Temporary removal of stones and markers, and permanent or temporary removal of curbs by the Sexton as required for proper operation of the Cemetery shall be permitted, provided the Sexton shall first obtain approval of the Board of Trustees, or the President of the Board, in an emergency.

CARE OF GROUNDS

Riverside Cemetery GROUNDS are to be considered as a perpetual care cemetery, and as such shall be the responsibility of the Board of Trustees of said Riverside Cemetery District. Monuments, markers, plaques or any other type of grave markings or decorations are excluded from perpetual care.

For Memorial Day, flowers, wreaths and any other decorations may be taken to the Cemetery three days before the celebrated Memorial Day and may be left seven days after the celebrated Memorial Day. If not removed by this specified time, Riverside Cemetery reserves the right to remove and dispose of same. This includes items in vases attached to cremation niches.

Glass containers are not allowed anywhere in the cemetery at any time and all wreath anchors, and other anchors (including shepherd hooks) must be removed.

PLANTINGS AND REMOVALS

Planting of trees, shrubs or any other type of horticulture is forbidden except as follows, and the Sexton MUST BE CONTACTED PRIOR TO ANY PLANTING:

No trees, bushes, shrubs or other plants may be planted on graves or in the areas designated as walkways and/or alleys. Shrubs and trees which may be given as a memorial will be planted in the nearest designated planting area, that is those areas specifically set aside for that purpose. The Sexton shall have the authority to designate the appropriate area and to make the planting. The Sexton shall make every effort to plant the memorial as near as feasible to such area as the donor may desire. Flowers may be planted under the following conditions:

The planting plot must join the cement of the headstone at the extreme ends and may extend up to the width of the lot. The soil border must be of concrete and must be flush with the surface of the ground. No special care shall be given by the Sexton to these flower planting areas.

ONLY the Cemetery Board of Trustees shall have the authority to cause the removal of trees, shrubs, etc. All plantings and removals shall be under the direction of the Sexton with the approval of the Board of Trustees.

CEMETERY HOURS – As of February 1, 2014, Riverside Cemetery will be open 24 hours per day, 7 days per week. Riverside-Graham Cemetery will be open between the hours of dawn until dusk year-round.

EXCEPTION RULES

These rules and regulations are not set forth to be in conflict with any state or federal statutes. If such conflict does exist, the higher authority ruling will prevail.

GENERAL

These rules and regulations are set forth as a guide to the people of the community with the hope of beautifying Riverside Cemetery, making it more uniform, and to expedite proper care and maintenance of the same. These rules may be changed at any regular meeting of Riverside Cemetery Board of Trustees by a two-thirds majority vote, and without notification to the voters of Riverside Cemetery District.

(Lodge and Organization Markers and Sections: Rules and Regulations in this regard may be obtained from any Trustee, at the Office or from the Sexton.)