

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

Oak Hill Cemetery, 1605 Oak Hill, Maple Grove Cemetery, 1710 N. Third Street and Memorial Park Cemetery, 1517 E. 15th St. are responsibilities of the Cemetery Division, Parks and Recreation Department, City of Lawrence.

Our 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.

For appointments, please contact, cemeteries@lawrenceks.org, (785) 832-3451.

For mailing, please send correspondence to:
Parks and Recreation Administration office,
1141 Massachusetts St.
Lawrence KS 66044

A. LOTS (For all rates, please see the schedule of charges)

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 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.
3. 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.

B. DECORATION OF LOTS AND BURIAL SPACES

In order to provide a clean and easily maintained facility, the Cemetery Supervisor or assignee will remove decorations placed outside the approved border (see below) or placed on the headstone on the following schedule. The removal period is the first full week of June after Memorial Day. Non-floral items will be retained for one month. Family members can pick up their items from the Cemetery Supervisor or designee.

1. Borders around Upright Markers

Borders around grave markers are allowed in Oak Hill and Maple Grove cemeteries in sections where upright markers are permitted. They are allowed but must be constructed of

metal, plastic, or stone edging. Borders must be placed no more than six (6) inches from the base of the marker and enclose three sides of the property around the main grave marker or monument. Borders must be no higher than four (4) inches above the ground. Borders are not allowed on secondary markers, including secondary burial markers or veterans' markers. Mulch, pebbles, rocks, gravel or granite chips may be used as filler between the border wall and the grave marker monument.

2. Areas Where Borders are Prohibited

Borders are prohibited in Memorial Park Cemetery and in the Veterans Section, Natural Section, and Section 16, in Oak Hill Cemetery.

3. Floral Decorations

Floral decorations are permitted graveside in all cemeteries but must be placed no more than six (6) inches from the marker. These decorations must be placed on the side of the marker that faces the burial site. Cemetery staff will remove all items placed or moved outside the six (6) inch area.

4. Shepherd Hooks

One metal shepherd hook shall be permitted per plot in Oak Hill and Maple Grove Cemeteries (single or double type hook). It must not exceed 5 (5) feet in height and must be placed within 6 inches of the marker. The hook may contain no more than one flower basket and /or wind chime per hook depending on if the hook is a single or double. The hook shall be occupied by an item on each side if a double or on the one side if it's a single. Attachment of any other item to the hook is not permitted. Shepherd hooks will be removed by cemetery staff if flower baskets have been removed or flowers are no longer viable. It will also be removed during clean up if it is located in a prohibited area. Shepherd hooks are prohibited in Memorial Park Cemetery and the following sections of Oak Hill Cemetery: Section #16 and the Veteran's Area.

5. Personal Items

Personal Items are permitted graveside; however a border wall is required. All items must be no taller the twelve (12) inches and be placed inside the approved border wall. National, state or organizational flags of a conservative size are allowed but must be within the guidelines. These decorations must be placed on the side of the marker that faces the burial site between the border wall and the edge of the main grave marker or monument. Cemetery staff will remove all items placed or moved outside of the border area. Non-Floral items will be retained for one month. Family members can pick up their items for the Cemetery Supervisor or designee. All permanent decorations must be placed securely on the headstone foundation.

6. Memorial Day Decoration

It is understood that graveside decorations may exceed the limits of these rules in observance of the Memorial Day holiday. If they do not present a safety issue or infringe on other grave spaces, decoration will be permitted to stay in place the week before and after Memorial Day.

7. Miscellaneous Prohibited items

The placing of seasonal flags or banners, any glass items, pinwheels, chairs, benches, solar lights unattached vases, urns, or decoration “on a stick” and similar articles upon lots or burial spaces is not permitted.

8. Decorations on Trees and Shrubs

Decoration attached to trees or shrubs shall not be permitted and will be removed without notice.

9. Decoration of Plots and Areas with No Burials

Decoration of plots and areas containing no burial or behind memorials is not permitted.

10. Fences

Fences, railing, curbs, hedges and other lot or burial spaces are not allowed. Exception: Borders around markers as described above in *Border around Upright Markers*.

11. Neglected Decorations Removal

Decorations will be removed by cemetery crews in their sole discretion, guidelines for removal are when they become dead, faded, broken, neglected, abandoned, or anything of a similar nature (particularly artificial flowers).

12. Trees and shrubs

The Cemetery Supervisor has authority in the planting of all trees, shrubs and plants within the cemetery grounds. It will be left to the Supervisor’s discretion as to what and where items can be planted. Any trees, shrubs or plants that have declined in health and/or are a safety hazard will be removed.

13. Donations

Trees, shrubs, plants, Park benches, or other items donated to or planted in the cemetery becomes the property of the City and shall be subject to these rules and regulations.

14. Temporary Markers

A temporary marker may be placed immediately following a burial. This marker will remain at the grave site for one year.

C. INTERMENTS

1. All interment fees shall be paid prior to the graveside service. No service times later than 4:00 p.m. will be allowed.
2. No interment shall be made of two or more bodies in one grave, except cremation, the fee being the same as noted in the rate sheet; or in the case of mother and infant or two infants in one casket.
3. No interment of any other than that of a human being shall be permitted in the cemetery.

4. When interments are to be made, notice shall be given to the cemetery 24 hours before 12:00 noon by the funeral home, in writing, person to person, or via e mail, prior to time of interment. A form will be provided requesting the following. Information: Name, phone number, and email of funeral home. Name of Deceased, Date and Time of service and place of service, cemetery placement information etc... You will receive a confirmation form by e mail. With cremation the State of Kansas does not require a funeral home to provide service for burial of an urn. We will work with a family member, requesting information and providing them with confirmation of service.
5. The current charges can be found on the City's Parks and Recreation website at <http://lawrenceks.org/lprd/parks/cemeteries>.
7. Vaults are not provided by the cemetery and must be ordered through your funeral home. As a courtesy to the funeral home, we can provide the vault company with cemetery information upon request. Giving the size and type of grave liner to be used and the location of grave is required.
8. Prices for opening and closing graves do not include tent, chairs, grass matting, and lowering device. These items are not provided by the Cemetery.
9. All burials shall be made in concrete boxes, concrete vaults, or metal vaults; exception: infants may be buried in wooden boxes.
10. **No urn vaults** at Oak Hill Cemetery, Memorial Park Cemetery or Maple Grove Cemetery.
10. No full body interments shall be made on Saturday in the Natural Section, no interments 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 for Douglas County Residents only will take place Monday thru Friday, with a service of 11 a.m. graveside. All must follow the same guidelines: concrete liner burial container and non-sealing, nonmetal, non-hardwood 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.

D. MONUMENTS AND GRAVE MARKERS

1. All mausoleums, monuments, headstones, benches, or other permanent memorials above ground must be constructed of first quality granite and /or bronze from recognized

monumental quarries (no marble, limestone, crystalline, concrete, etc.)

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 spaces 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 grave space 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 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 30". 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.
7. No bevel markers allowed. All markers must be flush with the grass level or on a 6-inch-thick granite base.
8. All slabs or collars for government markers, benches, bronze markers, etc. must be made of granite. No concrete is allowed.
9. 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.
10. 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.
11. 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.

E. 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:
 - 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. An insurance policy of \$100,000 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.

F. 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

G. 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 be mowed each May & December to keep unwanted underbrush.

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. 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 may not be used for interment. Incidental metals are allowed as needed. 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 and Redbud, Service Berry (or other approved) trees are the only decorations/plantings 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. No Saturday interments in the Natural Section of Oak Hill Cemetery.
9. 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.
10. All graves will be dug by machine at a depth no less than 5 feet.
11. 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 staged by city staff. 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.
12. Funeral attendees (or paid staff by the family) will be requested to hand shovel the first 1/3 of the grave, then modern machinery will complete the process of burial if necessary. Shovels will be provided by city staff.

H. 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.

I. 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.

J. 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 Administration 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 01-30-2025