

# Mona City Cemetery Policies and Procedures



Revised and Approved 1/28/25

## Introduction

It is the desire of Mona City to operate and maintain a cemetery that is beautiful, dignified, and an appropriate final resting place for departed loved ones.

In formulating these policies and procedures, it has been our desire to offer as much freedom of choice as possible while still preserving those regulations necessary in maintaining a high standard of beauty and efficiency.

We sincerely hope that you will assist us in this effort by adhering to these policies. We also solicit your comments and suggestions regarding general maintenance and operating procedures.

## Conduct and Access

- A. **Conduct:** Cemetery grounds are sacredly devoted to the interment and repose of the dead. Strict observance of decorum due such a place shall be required of all persons.
- B. **Driving and Parking:** Cars must not drive or park on lawn areas or drive on corners.
- C. **Animals:** Horses, dogs or other types of pets or livestock are not permitted on the cemetery grounds.
- D. **Motorcycles, Bicycles, and All Terrain Vehicles (ATV's):** Motorcycles and all-terrain vehicles (ATV's) are not permitted in the cemeteries except for those used for maintenance or professional suppliers or those that are part of a funeral procession. Bicycles are permitted, but are subject to the same policies and procedures as motorized vehicles. Cutting corners and driving on the lawn are prohibited.

## Burials

- A. **Human Dead:** Interments are limited to human dead.
- B. **Ordering a Grave Opening:** Arrangements for a grave opening can be made by the funeral director or other responsible party. The required permits need to be filled out and the fees paid. The information required is the name of the deceased; the place of interment (obtained from the cemetery file, unless newly purchased); the location, date, and time of funeral services; and the name of the funeral director or mortician. One week notice is required for opening of a regular grave. You can find out who to contact by calling the Mona City Office at 435-623-4913.
- C. **Errors:** Mona City will not be responsible for any mistake occurring from the lack of precise and complete instructions as to the property space on the lot where interment is desired. When a grave on a lot cannot be opened where specified, the superintendent or sexton may, at his/her discretion, open it in such location on the lot as he/she deems best and proper, so as not to delay the funeral and affect the interment.
- D. **Burial Permits:** A permit for burial must be obtained prior to the opening of a grave. The necessary information and fees should be to Mona City by the family representative(s) or the funeral director. Proper and complete information is required for accurate record keeping.
- E. **State Transit Permit:** Remains sent from other states must be accompanied by a transit permit to be filed with Mona City.
- F. **Burials Per Grave:** One interment only shall be allowed in a casket except a father or mother with an infant child, or two children buried at the same time. Not more than one casket is allowed in one grave.

- G. Vaults:** Vaults are required for all burials. Vaults should be of concrete, steel, fiberglass, or other structurally sound materials. No wood shall be used as a permanent part of the construction of any part of the vault.
- H. Indigents:** Such lots as the city council shall from time to time designate will be reserved for the burial of indigent persons.
- I. Orientation of Graves:** By convention, burial spaces are laid out in rows with the head of the grave to the west and the foot to the east. Individual grave tracks usually measure four (4') feet wide by eleven (11') feet long except on odd sized lots. Traditional burial custom has the wife placed to the left side of the husband; however, placement is a matter of choice.
- J. Disinterment's or Exhumations:** Cemetery grounds are sacredly devoted to the interment or repose of the dead. In those circumstances where it is necessary to disinter or remove remains from the cemetery all applicable state laws must be complied with. The sexton will schedule and direct the exhumation after applicable fees have been paid. Consultation with a funeral director is required for this procedure.
- K. Cremations:** Cremations will be treated as a regular burial including fees and services. Cremations require a sealable urn made of plastic, metal, or other like material approved by the cemetery sexton. If a family desires, a cremation may be buried on top of an existing grave. Regular opening and closing charges will still apply. Two (2) cremations are allowed on top of an existing grave. Three (3) cremations may be placed in a plot that has not been occupied by a prior burial. However regular opening and closing fees will still apply.

## Decorations and Flowers

- A. Flowers on New Graves:** Decorations or flowers on new graves will be removed after seven (7) days. Special flower mementos should be removed at the conclusion of services by family members.
- B. Flower Regulations:** All flowers, real or artificial, must be placed in a container or attached to the monument or placed in a container that does not interfere with cemetery maintenance.
- C. Flower Containers:** The placing of baskets, boxes, jars, cans, wire, bottles, etc. will not be permitted on sodded areas except during the Memorial Day holiday. Permanent containers must be a part of the marker or cast into the cement base.
- D. Artificial Flowers:** For the protection of the workers and the beauty of the cemetery, artificial flowers and grave decorations are not permitted from April 1 to November 1 with the exception of Mother's Day, Father's Day, July 4<sup>th</sup>, July 24<sup>th</sup>, Memorial Day, and Labor Day. Artificial flowers and grave decorations are permitted from November 1 to March 31.

- E. Fresh Cut Flowers:** Fresh cut flowers will be permitted any time provided they do not interfere with the upkeep of the cemetery such as grass mowing and edging.
- F. Holiday Decorations:** All holiday decorations will be removed after seven (7) days.
- G. Removal of Decorations:** Artificial and fresh-cut floral pieces and other decorations will be removed without notice when they become unsightly.
- H. Planting of Flowers, Trees, and Shrubs:** Mona City prohibits the planting of any trees, shrubs, or flowers or digging or disturbing the sod within the cemetery without the permission of the cemetery sexton. All plants to be planted by headstones need to be in a cement planting box.
- I. General Clean-Up:** All flowers and decorations not in permanent containers and those that are damaged or wilted in permanent containers will be removed from the cemetery during the first week of April and the fourth week of October each year. All flowers and decorations picked up are taken to the landfill for disposal.
- J. Memorial Day:** The cemetery is prepared and ready for decorations by Friday afternoon. No decorating before Friday. The removal of decorations will begin the Monday morning following Memorial Day. Anyone desirous of picking up their wreaths or decorations should do so prior to Monday. All decorations are disposed of at the landfill.
- K. City Responsibility:** Flowers properly displayed add to the beauty and character of the cemetery. Mona City and the cemetery staff will not be responsible for flowers or other personal property left in the cemetery. Be aware that on occasion uncaring individuals have removed expensive flower arrangements without patron or staff consent.

## Headstone Policy

- A. Ownership and Responsibilities:** Headstones are personal property. All headstones within the cemetery are the property of lot owners, their heirs, or the responsible party who ordered and placed them. All care and upkeep of the headstones are the responsibility of the owner. The cemetery is maintained by the city crews who exercise great care in keeping the grounds groomed. The city will not be responsible for inadvertent scratches and chips that occur from routine maintenance. Such happenings are a condition that go with the privilege of placing markers in the cemetery. It shall be unlawful for any person to place or have placed any headstone upon any lot or lots in said cemetery except under the direction and supervision of the cemetery sexton.

- B. Specifications for Headstones:** It shall be unlawful for any person to place or to have placed any monument on any lot in said cemetery not made of metal inlay, stone, or cement. Such monument shall be securely set in a cement foundation of at least four inches deep with a cement mow strip not less than seven inches around said marker. The following are headstone size recommendations. Maximum lengths are: single 40", doubles 80", and triples 120". Maximum width is 30". Any marker size that exceeds these recommendations requires the prior written approval of the cemetery sexton. Only one headstone shall be at the head of the grave. Headstones will be placed in an orderly manner in pre-designated rows and as directed by the cemetery sexton. The required monument for a cremation will be a flat 8"x12" stone with a 5" cement border. Placement of permanent markers is encouraged to take place within one year after interment.
- C. Vases:** All permanent vases must be attached to the stone base or cast into the cement base with at least two (2) inches from edge of the cement base.
- D. Obstructions:** No iron ornaments, brackets, foot markers, flag poles or other obstructions or installations except a headstone or monument will be permitted in the cemetery.
- E. Modifications:** If a monument is determined by the sexton to be oversized and interfering with the sprinkler system, the owner will pay for the necessary modifications.
- F. Interference with Excavation:** The owner or responsible party is responsible for the removal and replacement of a marker that must be moved for the excavation of a grave, or for the expenses of such services if contracted.

## Lot Ownership and Privileges

- A. Nature and Extent of Burial Rights:** Only permissive burial rights are sold. The city retains title to the cemetery property. A maximum of four (4) graves can be purchased by any one individual. A certificate of burial rights will be issued to the purchaser after fees are paid in full.
- B. Rights Conveyed:** Burial rights are conveyed to the person or persons named therein and their heirs. All legal heirs are presumed to have legal claim to the rights of burial, unless specified differently in a legal will or by probate court. Burials by or of heirs, after the original parties named on burial certificates are deceased, require the permission of all known living heirs. The cemetery master file is considered to be the correct record. Any discrepancy between the master file and the certificate of burial rights will be considered a clerical error. The city reserves the right to recall, correct, and re-issue the correct certification.

## Perpetual Care

- A. Perpetual Care:** The care and upkeep of the cemetery provided by the city includes but is not limited to mowing grass at reasonable intervals, sodding and reseeding, filling in sunken graves, sprinkler irrigation, trimming trees and shrubs when necessary, removing wilted flowers, and decorations, edging around headstones and other clean-up as needed. Perpetual care does not include repairing or replacing markers, monuments, or other personal property. No lot will be sold without perpetual care.
- B. Perpetual Care Fees:** This fee is collected and kept in a special fund which may be used for the general care, maintenance, and improvement of the cemetery. Perpetual care fees are included in the charges for certificates of burial rights. They are considered paid in full at the time of interment.

## Miscellaneous

- A. Cemetery Fees:** Fees for services are set by resolution of the city council and are changed from time to time as needed and without notice.
- B. Boundaries, Roads, and Water Lines:** The right to enlarge, reduce, replat, or change the boundaries of the cemetery or of a section or sections from time to time, including the right to modify or change the locations of roads and drives, is hereby expressly reserved by Mona City.
- C. Liability of Cemetery:** Mona City personnel will, at all times, exercise diligence and reasonable care in the protection of the rights and property of the lot owners, but shall not be liable for any damage or loss.
- D. Alteration and Repeal of Policies and Procedures:** Mona City reserves the right to make, amend, and repeal the policies and procedures of the cemetery and to make exceptions thereto; but such exceptions shall not amend or repeal any policies or procedures.