

MICHAEL C. MOHLER

Cemetery Sexton

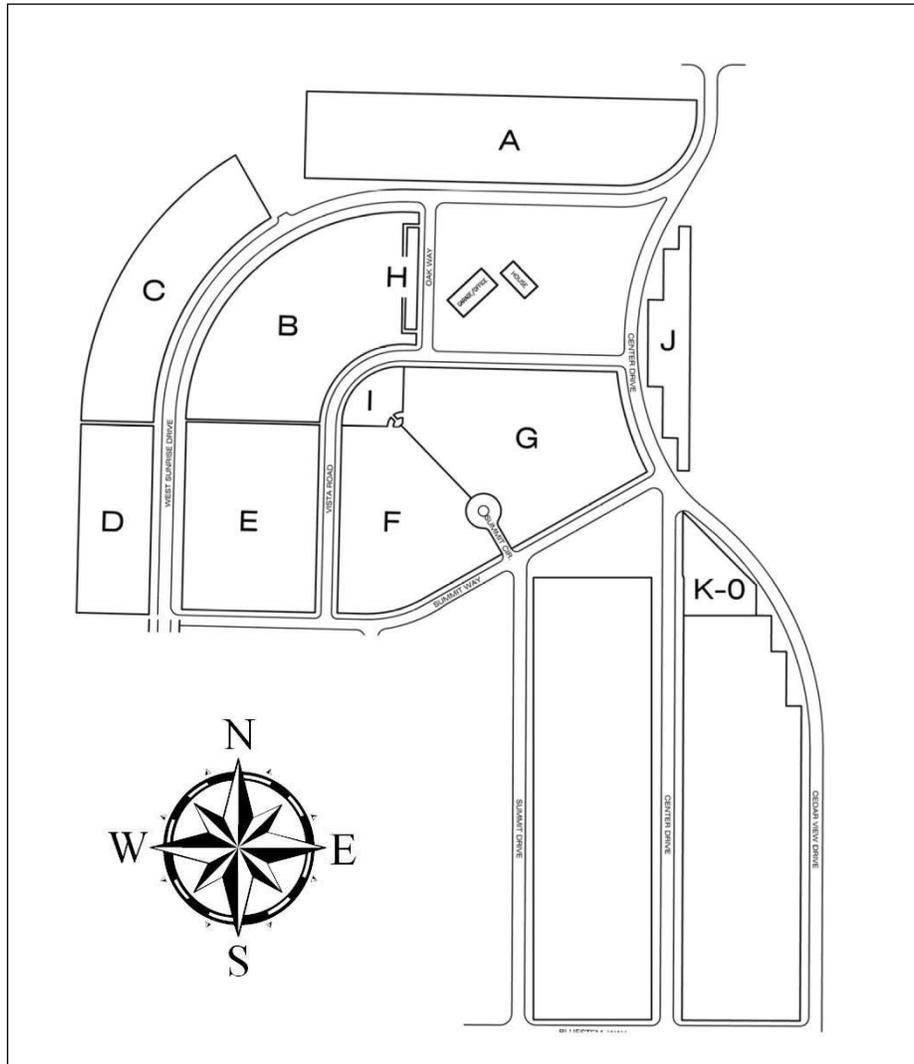
1101 Poyntz Ave. / Manhattan KS 66502

Office: 785-587-2780 / Fax: 785-587-2727 / Cell: 785-313-5855

Email: mohler@cityofmhk.com / www.mhkprd.com



RULES AND REGULATIONS
SUNRISE & SUNSET CEMETERY
City of Manhattan
Manhattan, KS



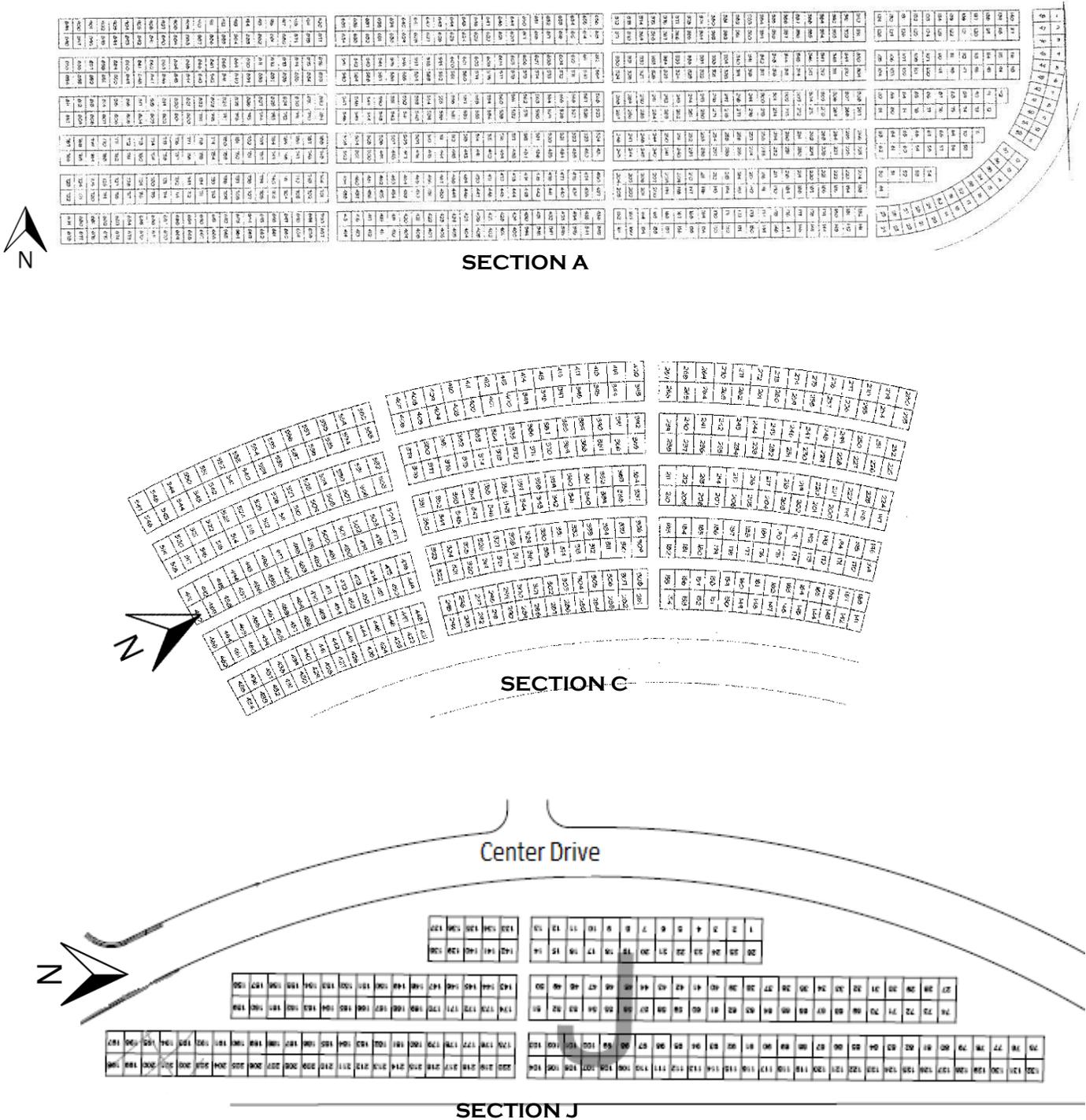
Permission from the cemetery sexton shall be necessary before any grave space(s) holder or other person shall be allowed to set a monument or marker in a city-owned cemetery. No material except granite, with the exception that marble may be used in Sunset Cemetery for matching existing memorials from recognized monument quarries, shall be used for memorials except bronze may be used on markers if firmly attached to a granite or concrete base. Each space shall allow one full burial or 2 cremations.

MONUMENT SECTION

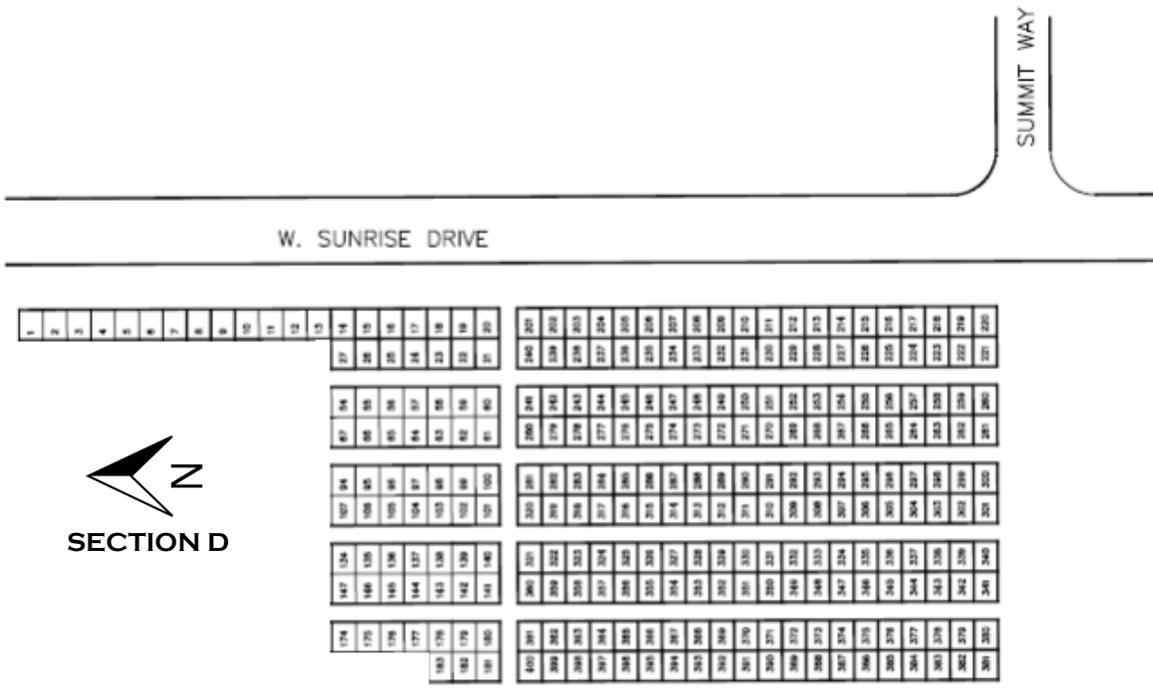
INCLUDES SECTIONS A, C, D & J

For rules regarding decoration in these sections see page eight (8)

Sections A, C and J: The monument shall be so placed that the inscription thereon may be read from the nearest road or pathway at the back of grave space(s) and not to exceed 30 inches by 14 inches per grave space.



Section D: The monument shall be restricted to not to exceed 30 inches by 14 inches per grave space.

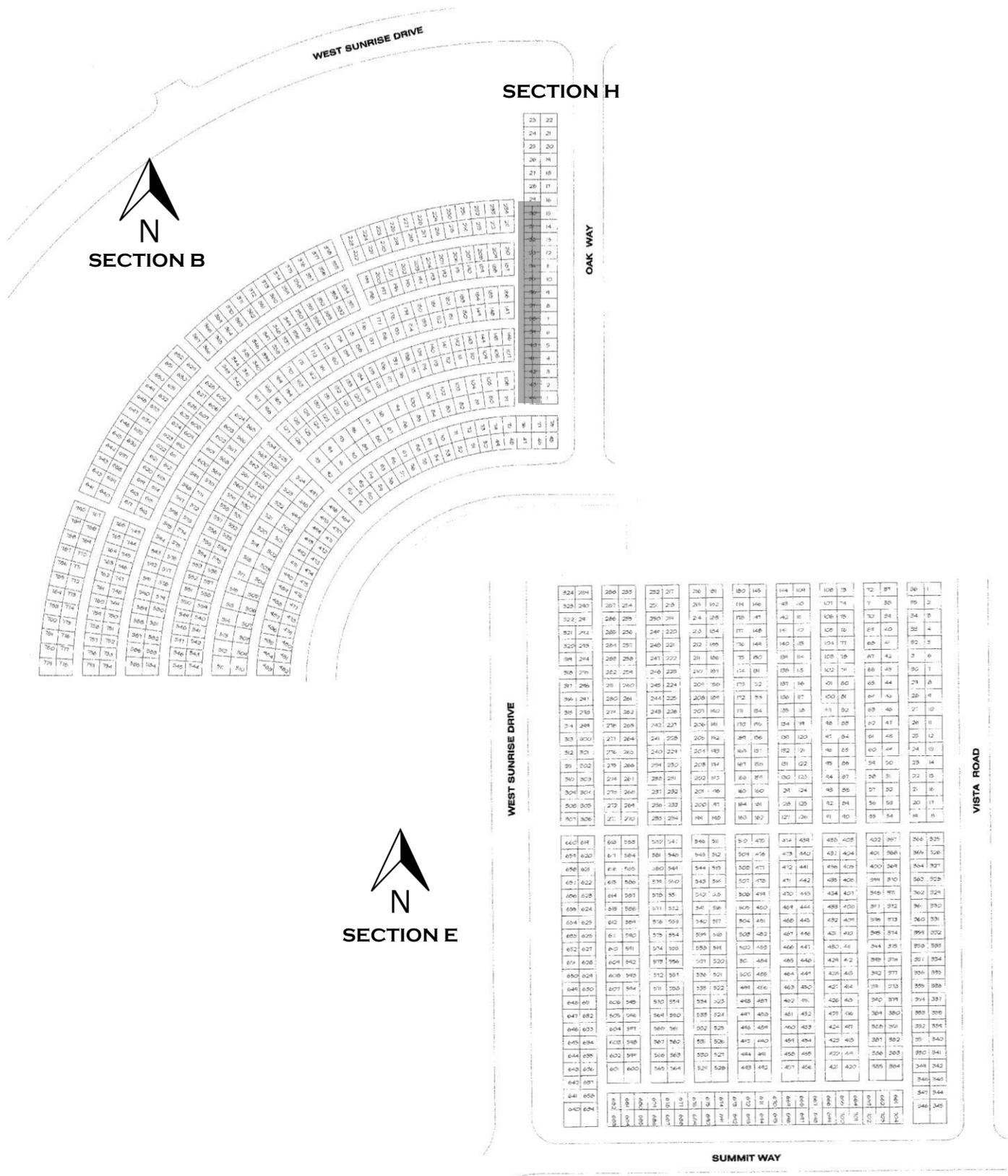


LOW MONUMENT SECTION

INCLUDES SECTIONS B & E:

For rules regarding decoration in these sections see page eight (8)

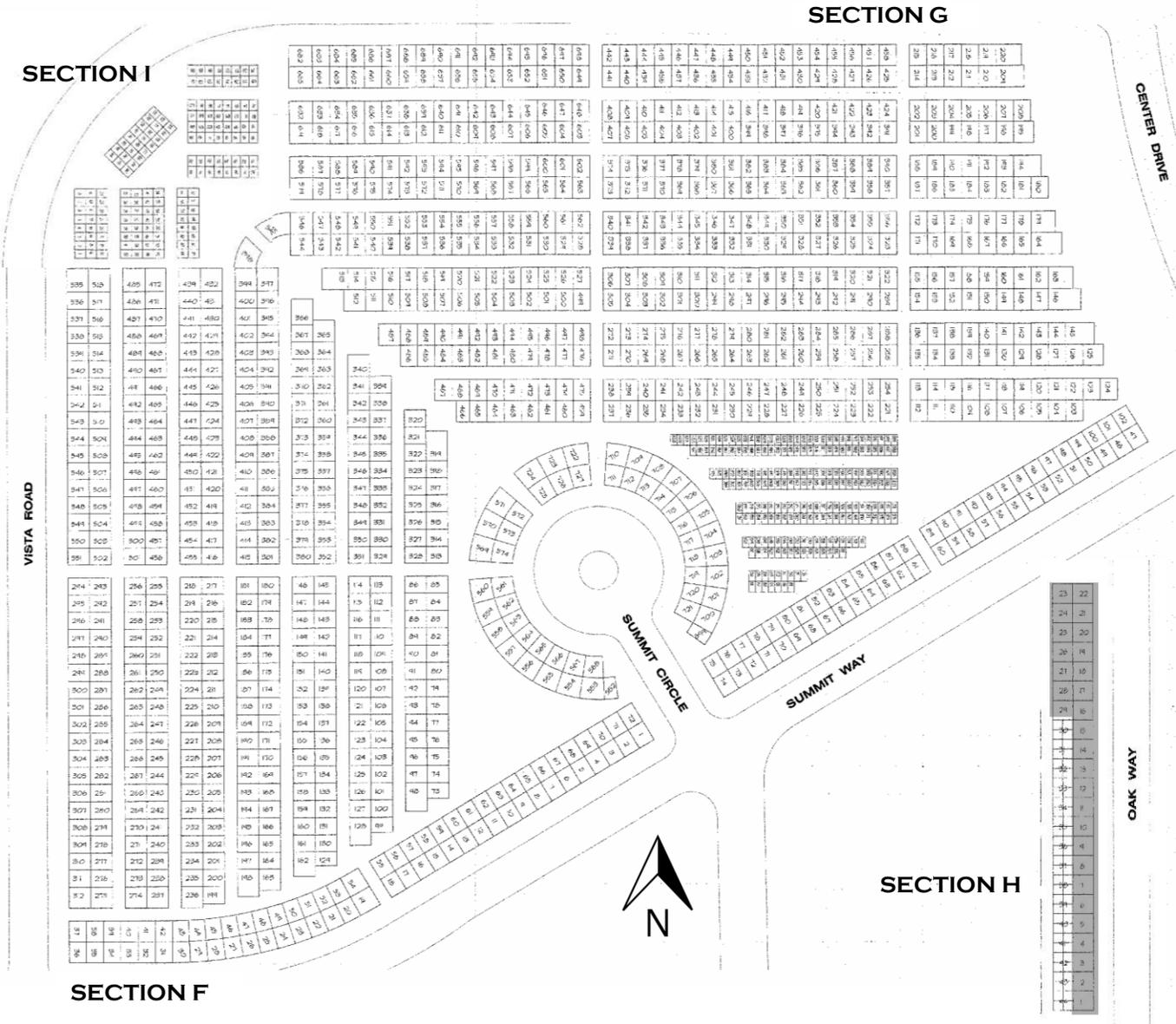
The low-monument shall be a maximum of eight (8) inches in height, and not to exceed 30 inches by 14 inches per grave space.



**MARKER SECTION
INCLUDES SECTIONS F, G, H & I**

For rules regarding decoration in these sections see page nine (10)

Sections F & G: Markers shall not to exceed 30 inches by 14 inches per grave space and flush with lawn surface.



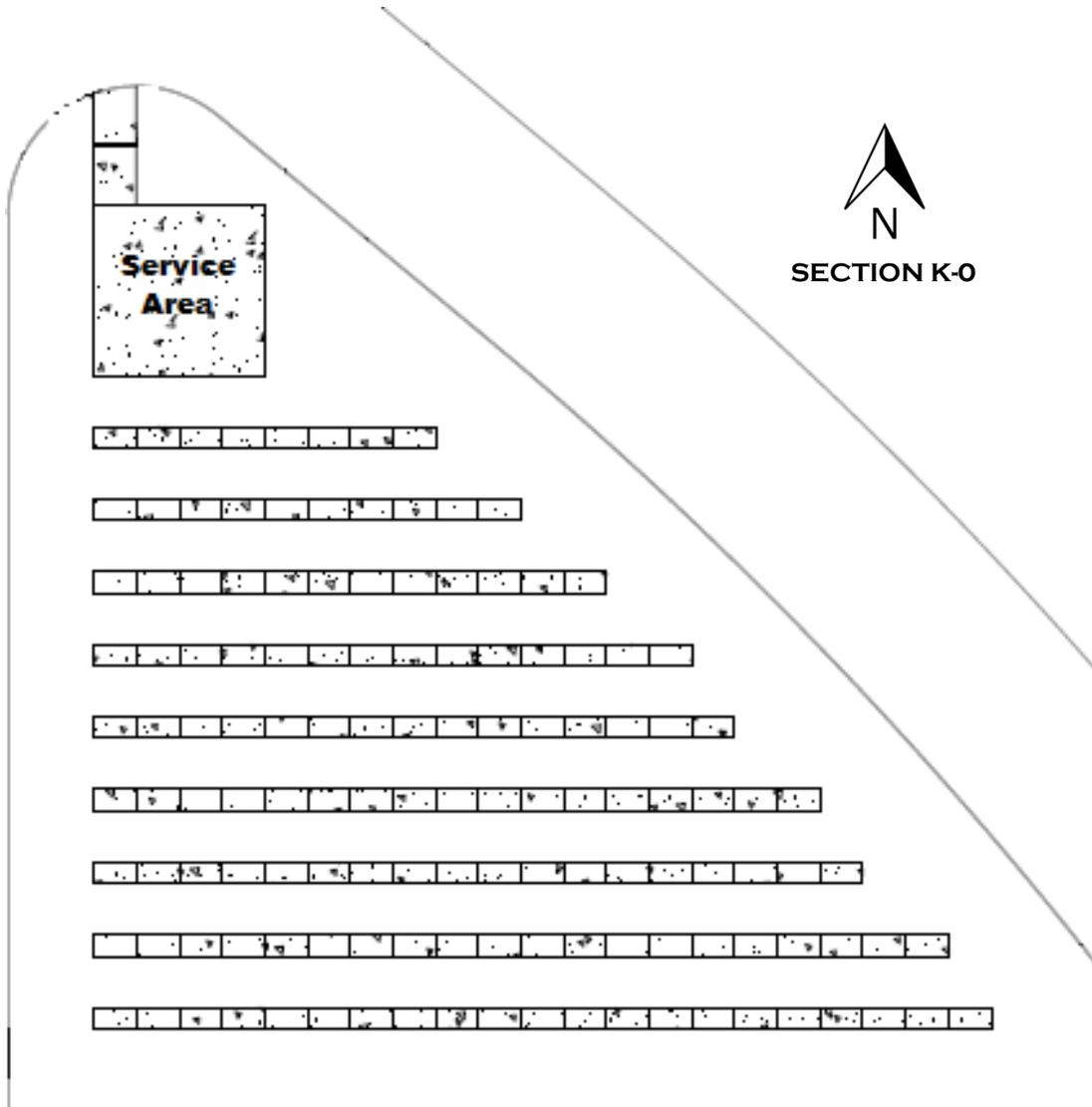
Sections H & I: Shall be a cremation section sold as two burials. Grave space(s) size is 4x5 memorial, not to exceed 30 inches by 14 inches per grave space(s), and flush with lawn surface. (Map of Section H see page four (4) and map of Section I see above)

INDIVIDUAL COLUMBARIUM SECTION

SECTION K-O:

For rules in this section see page nine (10)

Individual columbarium grave space(s) shall be approximately 30"x 60". Individual columbariums can be a maximum of 52"x22" with a height not to exceed 48". (Maximum 4 urns.)



MICHAEL C. MOHLER

Cemetery Sexton

1101 Poyntz Ave. / Manhattan KS 66502

Office: 785-587-2780 / Fax: 785-587-2727 / Cell: 785-313-5855

Email: mohler@cityofmhk.com / www.mhkprd.com



PURCHASE PROCEDURE

The purchase of a grave space(s) shall be evidenced by the issuance of a cemetery certificate describing the grave space(s) and stating the purchase price. Upon the presentation to the city clerk of the purchase money, there shall be issued to the purchaser, a certificate of such purchase, under the seal of the city, which certificate shall be signed by the mayor and countersigned by the clerk. Such certificate, so signed as aforesaid, shall convey the estate. No grave space(s) shall be used as a burial place until the full purchase price has been paid and the purchaser shall have received a certificate therefore. No grave space(s) shall be placed on hold for purchase longer than 60 days after the request is made to the cemetery sexton. After the 60-day holding period, the grave space(s) shall be paid in full or placed back on file for sale with no notice given of said action.

BURIALS

The cemetery sexton must have a minimum of eight (8) working hours notice to prepare for a burial.

PERMANENT OUTSIDE CONTAINERS

In all interments, the casket shall be enclosed in a permanent outside container. The following are considered permanent outside containers: Nonsectional concrete vaults, copper or steel burial vaults and burial vaults constructed of fiberglass reinforced polyesters of a type approved by the city. Provided that, in the cemeteries' natural burial sections, no vaults are allowed, as written in City Code Sec. 9-16.

MONUMENTS AND MARKERS

- a) Permission from the cemetery sexton shall be necessary before any grave space(s) holder or other person shall be allowed to set a monument or marker in a city-owned cemetery. No material except granite, with the exception that marble may be used in Sunset Cemetery for matching existing memorials from recognized monument quarries, shall be used for memorials except bronze may be used on markers if firmly attached to a granite or concrete base. Ledgers or grave covers, if made of granite and installed flush with the ground, will be permitted except in flush marker sections where they are prohibited. Provided that, in the cemeteries' natural burial sections, no monument or marker is allowed, as written in City Code Sec. 9-16.
- b) No marker or monument shall be placed nearer than four inches to a grave space(s) line. Markers and monuments shall be so placed that the inscription thereon may be read from the nearest path or road. The family monument shall be placed at the back of the grave space(s) and the individual monument or marker shall be placed at the front of the grave space(s). All inscriptions and designs on memorial shall either be sunk or raised at least one-eighth inch from the surface. Markers with raised letters shall be protected with a raised panel at least one inch in width. No coloring, painting, enameling or lacquering shall be permitted on any memorial. Dealer's or manufacturer's cards or advertisements shall not be cut nor marked on any stone, nor placed anywhere within the cemetery. This prohibition does not include copyright notices, but such notices must be small, and must be engraved inconspicuously on the memorial. Provided that, in the cemeteries' natural burial sections, no marker or monument is

allowed, as written in City Code Sec. 9-16.

- c) No person shall place a monument or marker upon any grave space(s) in the municipal cemeteries without first securing permission from the cemetery sexton. The design, specifications and locations of monuments and markers shall be subject to approval of the sexton in accordance with the provisions of this article. Monuments or markers shall not be set by the city but shall be set under the supervision of the sexton.

MAUSOLEUMS

Before work on any private or community mausoleum is begun, the location and complete plans and specifications shall be approved by the governing body. Mausoleums shall not be located in marker sections. Before construction of a mausoleum, a sum of money equal to not less than 15 percent of the estimated cost of such mausoleum shall be deposited with the city clerk. Income from the investment of this sum shall be used for perpetual maintenance of the mausoleum. Mausoleum construction and maintenance shall conform to state law.

MONUMENT SECTION

The following rules shall be observed with regard to the decoration of cemetery grave space(s) in monument sections:

1. Copings, fences, curbs, structures of wood, or other equally perishable material are prohibited. These structures or enclosures established on any grave space(s) previous to the adoption of these regulations which have, in the judgment of the cemetery management, become unsightly by reason of neglect or age shall be removed.
2. No elevated mounds shall be built over graves and no grave space(s) shall be filled above the grade established by the city.
3. Approved receptacles for cut or artificial flowers will be permitted if installed within six (6) inches of the memorial.
4. Toys, unsightly objects, glass jars, glass vases, and unapproved containers will not be permitted as grave decorations; and when used, they will be removed without notice.
5. No plantings shall be made by anyone without the permission from the cemetery sexton in the monument sections and placed within six (6) inches of the memorial.
6. The planting of hedges is strictly prohibited. Existing hedges will be removed whenever they become unsightly or encroach upon an adjoining grave space(s) or path.
7. The city will remove all flowers, trees, and shrubs which have become diseased, unsightly, or dangerous.
8. Artificial flowers and fresh cut flowers will be permitted during the grass mowing season (approximately April 1st until October 31st) and shall be placed in an **approved permanent receptacle**.
9. Plants are permitted for Memorial Day, with four (4) days allowed before Memorial Day for decorating and four (4) days after, for picking up plants or decorations before removal by cemetery staff.
10. Potted plants and other decorations are permitted for Memorial Day. You may have such decoration four (4) days before and four (4) days after the holiday. Once that time has passed decoration must be picked up, otherwise will be removed by cemetery staff.
11. From November 1st through April 1st, wreaths and artificial decorations are permitted and shall be placed within six (6) inches of the memorial and will be removed when faded or during spring clean up after April 1st.
12. Flags and veteran's emblems will be permitted on Memorial Day and Veteran's Day.
13. No ground cover other than grass will be permitted.

MARKER SECTION

The following rules shall be observed with regard to decoration of grave space(s) in marker sections:

1. Copings, fences, curbs, structures of wood, or other equally perishable material are prohibited. These structures or enclosures established on any grave space(s) previous to the adoption of these regulations which have, in the judgment of the cemetery management, become unsightly by reason of neglect or age shall be removed.
2. No elevated mounds shall be built over graves and no grave space(s) shall be filled above the grade established by the city.
3. Approved receptacles for cut or artificial flowers will be permitted if installed within six (6) inches of the memorial.
4. Toys, unsightly objects, glass jars, glass vases, and unapproved containers will not be permitted as grave decorations; and when used, they will be removed without notice.
5. **No plantings** shall be made by anyone other than cemetery employees. Such plantings that may be installed by cemetery employees will be limited to areas set aside for that purpose.
6. The planting of hedges is strictly prohibited. Existing hedges will be removed whenever they become unsightly or encroach upon an adjoining grave space(s) or path.
7. The city will remove all flowers, trees, and shrubs which have become diseased, unsightly, or dangerous.
8. Artificial flowers and fresh cut flowers will be permitted during the grass mowing season (April 1st until October 31st) and shall be placed in an **approved permanent receptacle**.
9. Potted plants and other decorations are permitted for Memorial Day. You may have such decoration four (4) days before and four (4) days after the holiday. Once that time has passed decoration must be picked up, otherwise will be removed by cemetery staff.
10. From November 1st through April 1st, wreaths and artificial decorations are permitted and shall be placed within six (6) inches of the memorial and will be removed when faded or during spring clean up after April 1st.
11. Flags and veteran's emblems will be permitted on Memorial Day and Veteran's Day.
12. No ground cover other than grass will be permitted

INDIVIDUAL COLUMBARIUM (Not available at Sunset Cemetery)

The following rules shall be observed with regard to the columbarium section.

1. Grave space(s) size is 60"x30" poured concrete.
2. Columbarium size can be 52"x22" maximum with a height not to exceed 48" maximum height.
3. No in-ground burials will be permitted in this section.
4. No more than four cremations per grave space(s).
5. City will pour cement foundations and grave space(s) will be sold in succession (i.e. next in line).
6. No plantings will be permitted.
7. Decoration of grave space(s) will coincide with the rules for marker section G & F of the Sunrise Cemetery rules and regulations and will be strictly enforced.
8. Burials will be performed by or under the direction of cemetery staff. If a monument company is required to complete burial process, all charges incurred will be the responsibility of family.
9. Final engraving of columbarium will be the family's responsibility. The City will not be responsible for making these arrangements.

NATURAL BURIALS

The following rules and regulations shall be observed with regard to the natural burial section.

1. Metal, concrete, plastic, other synthetic materials may not be used for interment. Incidental metals (body implants or replacements) are allowed.
2. Deceased bodies that are embalmed or otherwise chemically preserved may not be interred in the natural burial area.
3. Burial vaults of any kind are not permitted.
4. Burial space markers or monuments of any kind are not permitted.
5. Burial space decorations of any kind are not permitted (i.e. artificial flowers, wreaths, tree chimes and/or other types of decorations).
6. Shepherd hooks, or ceramic, glass and/or other type of figurines are not permitted.
7. The natural burial area will be maintained as a natural native grass area.
8. All work in the Natural Burial Cemetery will be performed by City staff.
9. All graves will be mechanically excavated to a depth no less than 4 feet.
10. Modern machinery will complete the process of burial. If family requests to assist in the interment of the grave, shovels will be provided by cemetery staff.
11. Lowering device will be used and provided by the City to lower the deceased into the ground. City staff will lower the deceased into the ground. No other equipment will be used (i.e. tent, chairs, and carpets).
12. This section will be mowed twice annually. Burning may be used as an optional weed control.
13. Burial spaces may take several years to settle back to the original ground level. Cemetery staff will adjust the ground around uneven graves periodically throughout the year.
14. Burial spaces will be identified by steel number plates and pins following the same grid number system utilized for burial spaces at Sunrise Cemetery and Sunset Cemetery.
15. Burial space sizes will be 4'x9' allowing for one burial. Two cremations will be allowed on a single space. Cremations will be interred directly or utilizing biodegradable urn.
16. The price for a natural burial space shall be the same as the purchase price for a cemetery grave space set forth in City Code Section 9-17. Lots will be sold in succession (i.e. next in line). All requirements, fees and permits set forth in Chapter 9 shall apply to natural burials.

Conduct in Cemetery

Rules and regulations pertaining to conduct in cemeteries shall be as follows. No persons, without specific authority from the city, shall:

1. Enter a cemetery, except through an established gate;
2. Behave in a manner not consistent with the solemn nature of a public burial ground;
3. Deposit rubbish or debris on any part of the cemetery grounds, except in receptacles provided;
4. Pick or mutilate any flowers, either wild or domestic, or disturb any tree, shrubs or other plant material;
5. Post, paste, fasten, paint, write, draw, tack or affix any placard, bill, notice, sign advertisement or any inscription upon any structure, tree, stone, fence or enclosure on cemetery premises;
6. No person of 14 years of age shall enter a cemetery unless attended by an adult responsible for their conduct or until permission to enter has been obtained at the cemetery office.

Conduct During Service

The following rules shall apply in the vicinity where a funeral service is being conducted:

1. All persons who are not friends or acquaintances or are not immediately connected with the family of the deceased, are forbidden to loiter in the vicinity of an open grave.
2. No cars or pedestrians may pass during a funeral service.
3. All work in the vicinity of a funeral service shall cease during the service.