

Entrance into the Cemetery except through the main gate is strictly forbidden. The Sexton or his assistant will be at the Cemetery and available to give information or render assistance to lot owners and visitors from 8:00 a.m. to 5:00 p.m. each weekday except holidays. The gate is opened every day from 8:00 a.m. until sunset. Requests or complaints should be directed to the Office of the Cemetery Sexton. All requests and complaints will be promptly acted upon.

**VISITORS** All persons are welcome to visit the Cemetery while the gates are opened. Visitors are expected to be orderly at all times and shall not walk on graded lots or borders. Children visiting the grounds must be accompanied by a responsible person. Lunching in the Cemetery is prohibited. Paper, boxes, or other unsightly articles must not be within the Cemetery. All persons are prohibited from plucking ANY flowers (whether they be wild, cultivated, or artificial), or breaking or injuring any tree, shrub, or plants, or lounging on any individual lot, or in any way injuring or defacing any monument, vault, or structure, or other property within the ground.

**DECORUM** Loud, boisterous talking and profane language is prohibited. No person will be permitted to disturb the quiet or good order of the Cemetery in any way. The Sexton and other employees in the Cemetery are instructed to see that proper decorum is maintained at all times; excluding or removing all those who persistently disregard the rules. Speed limit in the Cemetery shall be 10 miles per hour.

**SHOOTING OF FIREARMS** All persons are prohibited from hunting or discharging any firearms, fireworks, or other missiles within or around the gates, fences, or roads of the Cemetery. This exclusion does not apply to military funerals or similar occasions.

**TREES AND SHRUBBERY** The Sexton will have charge of the planting in accordance with the general plan for the organization of the grounds. Additional planting of trees, etc. by the owners of lots is invited, especially with reference to evergreens, which are subject to approval of the Sexton regarding kind and location. If any tree or shrub standing on any lot is by means of roots, branches, or otherwise becomes detrimental to lots or walks or interfere with the general design of the Cemetery, the Sexton shall have the right to remove such tree or shrub or any part thereof as in his judgment may seem best.

The Sexton shall be in charge of planting of all trees and shrubs for ornamentation of the Cemetery. No person shall disturb the sod, plants, or flowers, upon any lot in the Cemetery except with permission of the Sexton. Any person desiring to work upon any grave or lot shall first consult the Sexton.

**GRADES** In order to produce a natural and pleasant effect and also to insure proper drainage over the entire Cemetery, the grades of all lots and graves will be determined by the Sexton and if need be, altered as the situation may require.

The City Council may close any walks or driveways now existing in the Cemetery.

Grading and digging on lots by anyone other than employees of the grounds may be done only with permission of the Sexton.

No grave, after having settled, will be allowed to remain over 1 ½ inches above the surface of the lot, and no abrupt sides will be permitted.

Fences or other lot or grave enclosures will not be allowed in the Cemetery.

**SANITARY RULES** Advance notice of at least eight (8) working hours or more must be given to the Sexton or his assistants of intention to bury the remains of any person.

Graves will be opened by the Sexton or his assistants only upon written order from the rightful owner, heirs, or legal representative. A form will be provided for this purpose.

No burial will be permitted before a burial permit is issued by the Registrar of Vital Statistics and deposited with the Sexton or his assistants. The Sexton or his assistants will close all graves.

Only one (1) body will be permitted to be buried in each space of ground plotted for a grave, with the exception of the bodies of a mother and child in a common casket or cremated remains.

Cremated remains may never be placed upon an occupied grave site except when placed between two spaces on a lot. Only two cremated remains may be placed; however, they may not be designated by an additional memorial.

All graves will be at least six (6) inches within the boundary line of the burial space and will be at least four (4) feet in depth.

Only interment of human remains will be allowed in the Alamosa Municipal Cemetery.

Disinterment will take place only upon written consent from the family, next of kin, or the legal representative or upon court order. A Disinterment-Removal Reinterment Permit issued by the Registrar of Vital Statistics is required before disinterment may take place. A licensed funeral director must be present to remove the remains.

Burial in the Cemetery will not be permitted on Sundays except upon permit issued by the City Council upon the recommendation of the health officer.

No funeral will be allowed in the Cemetery after 5:00 p.m., except by special permission of the City Council.

Funerals, upon reaching the Cemetery, will be under the charge of the Sexton or his assistants.

Workmen will suspend their labors within the immediate vicinity of funerals until the conclusion of all services.

To avoid confusion, funerals must be set at least one (1) hour apart.

**MEMORIAL FOUNDATIONS** Foundations will be required for all headstones and markers of every description. All foundations must be of concrete placed flush with the ground and of ample size and depth to properly carry the size and weight of the memorial.

Foundations must be 24 inches wide and at least 4 inches deep and have a border of at least 4 inches on all sides of the memorial. Memorials requiring foundations wider than 24 inches may be installed only with permission from City Council. All foundations must be leveled and squared sufficiently to all the base or memorial to reset firmly on them; no wedging is permitted.

**MEMORIALS** No grave headstone or marker will hereafter be admitted to the Cemetery when made of materials other than granite except for those specifically mentioned below and excluding the military sections, where only standard upright marble markers, of the type furnished by the United States Government, will be permitted.

Bronze memorials mounted on a granite base will be permitted in the Knights of Columbus Section, in the Husung Section, in Sections 1,2,3, and 4; Blocks 13,14, and 15 of the Old Permanent Care Section, and in the Patterson Section; Blocks 10,11, and 33.

Vases for flowers should be placed on the memorial or the memorial base not on the foundation. Holes in the foundation for flowers are allowed.

The Alamosa Municipal Cemetery shall not be responsible for missing or broken vases. Only one memorial may be placed on each grave space. Memorials must be placed at the head of the grave.

**SECTION RESTRICTIONS** Grave markers in the following sections are restricted to size, type, and design.

- **DAVLIN SECTION** Only single grave markers are allowed double headstones are not permitted in this section. Markers will be made of Colorado Red Rose or Mahogany Granite and shall be 2'-0" long, 0'-10" wide at the base, and 1'-4" high with a polished slant face, rock pitched sides, back front nosing, and rock pitched oval top.
- **ELKS SECTION** Markers shall be Georgia Gray Granite. Single—2'0"x1'0"x1'0"; Double—3'0"x1'0"x1'0". Polished slant face, straight rock top, rock back and ends, rock front nosing.
- **AMERICAN LEGION SECTION** Only standard upright marble markers, of the type furnished by the United States Government, will be permitted. The family of anyone being buried in the American Legion section must first get permission from the American Legion.
- **VFW SECTION** Only standard upright marble markers, of the type furnished by the United States Government, will be permitted. The family of anyone being buried in the VFW Section must first get permission from the VFW.

The Sexton shall approve the setting of all foundations and memorials.

Before placing or removing any memorial in the Cemetery, monument companies, or their representatives, must first notify the owner, heirs, or legal representatives, and the Cemetery Sexton of such action.

The Alamosa Municipal Cemetery will not be liable for damages caused (from mowing of the lawn) to memorials that do not have a rough granite base of at least 4 inches above the ground.

**ARTIFICIAL DECORATING** Artificial decorations and flowers are allowed throughout the year with the following restrictions:

- Items must be secured to the head stone, in the attached vases, or in the foundation holes.
- No items are allowed on the grave or around the headstone whether they are loosely placed or staked in the grass.
- New internments will be allowed seven days for items to be placed on and around the grave before they are discarded by Cemetery staff.
- Any decorations found on the grass will be discarded by Cemetery staff.
- No loose items are allowed on the foundation, base, or headstone. These items will be removed by Cemetery staff.
- The restrictions do not apply after the 4th Monday in October and before the 2nd Monday in May.

Under no circumstances at any time may glass flower containers be used. Glass containers in any form pose an extreme danger to operators, equipment, and Cemetery visitors.

Cemetery staff is not responsible for any lost or damaged decorations.

Cemetery staff will conduct two annual cleanup days each year with the intent to remove all artificial and natural decorations.

- 2nd Monday in May
- 4th Monday in October

If family members want to retain their decorations, they are responsible for removing the items prior to the annual cleanup days. Staff will not honor any requests to save the decorations for later pick up. Information on cost of burial space, sizes of burial spaces and niches, and cost of opening and closing of graves may be picked up at the Cemetery Office. All Cemetery fees are set by City Council by resolution.

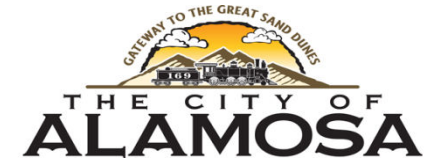
Burial space and opening/closing charges must be paid in full before the grave is opened.

Plot sizes in the Cemetery: 1 Space=5'x10'  
1 Lot=10'x10'= 2 Spaces

Spaced in Baby Section (Section 11) will be 3'x5'  
Spaces for Creains (Section 11) will be 3'x5'  
The sale, transfer, lease or assignment of Cemetery spaces or any portion by others than the City of Alamosa shall not be valid without first the consent of the City Council.

**ALTERATIONS AMENDMENTS** The City Council reserves the right to alter, amend, revoke, or add to the foregoing and following rules and regulations from time to time as experience may suggest, and their judgment approve.

The Alamosa Municipal Cemetery takes precautions to ensure that the grounds are kept safe and secure; however, the Alamosa Municipal Cemetery will not be liable for any damage caused by lot owners, visitors, licensees or trespassers to persons or property within the boundaries of the Cemetery.



# ALAMOSA MUNICIPAL CEMETERY

## Rules and Regulations

October 2014