

**CITY OF NEOSHO IOOF CEMETERY  
RULES AND REGULATIONS**

**SCOPE:**

For the protection of lot owners and the City of Neosho IOOF Cemetery as a whole, the following Rules, Regulations, and Ordinances have been adapted by the City Council of the City of Neosho, Missouri pertaining to the IOOF Cemetery and all lot owners and visitors within this Cemetery, and subject further to such Rules, Regulations, Ordinances, Amendments or Alterations as shall be adopted by the City Council from time to time.

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## **SECTION 1 – DEFINITIONS**

### **CEMETERY**

The term Cemetery is hereby defined to include a burial park for earth internments and earth inurnments for cremations.

### **CEMETERY OFFICE**

The main office for City of Neosho IOOF Cemetery will be located at Neosho City Hall 203 East Main Street, Neosho, MO 64850.

### **CEMETERY SUPERVISOR**

The cemeteries shall be under the personal supervision of the City Manager, who shall have entire charge and control thereof, subject to the Rules, Regulations and Ordinances as may from time to time be established and adopted by the City Council.

### **CONTRACT FOR BURIAL**

Shall apply to the original conveyance given by the Cemetery to the original purchaser.

### **INTERNMENT**

Shall mean the permanent disposition of the remains of a deceased person by traditional burial or cremation inurnment.

### **LOT**

The term shall apply to a number of lots as shown on the record plat.

### **MANAGEMENT**

Shall apply to the person or persons duly appointed by the City of Neosho for the purpose of conducting and administering the Cemetery, under the control of the City Manager.

### **MONUMENT**

The term monument shall include a tombstone or memorial of granite or marble which shall extend above the surface of the ground.

### **PLOT**

The term plot shall apply to a space of sufficient size to accommodate one adult internment approximately 4'X10'.

## **SECTION 2 – GENERAL RULES**

### **RULE 1**

The Cemetery shall be closed from 12 a.m. to 5 a.m.

## RULE 2

Employees of the Cemetery are not permitted to do any work for lot owners or visitors except upon the order of the Supervisor, but the employees are required to be civil and courteous to everyone entering the Cemetery.

## RULE 3

All fees and charges for services are payable to City Hall (Cemetery Office) in the office of the City Clerk. Patrons of the Cemetery are requested not to pay any fee or gratuity to any employee.

## RULE 4

All persons are strictly prohibited from picking flowers (wild or cultivated), breaking or injuring any tree, shrub or plant, or from writing upon, defacing, sitting or walking upon or damaging any memorials, markers, stones or any other structure within the cemeteries.

## RULE 5

Children under fifteen (15) years of age are not permitted within the Cemetery or its buildings, unless accompanied by proper persons to take care of them.

## RULE 6

The placing of boxes, shells, decorative rock, toys, metal designs, ornaments, chairs, settees and similar articles, upon plots will not be permitted; and if so placed, the management reserves the right to remove them.

## RULE 7

All person within the Cemetery should avoid conduct unbecoming of a sacred place.

- a) Loud and boisterous talking;
- b) Loitering on the grounds or in any of the Cemetery buildings;
- c) Bringing lunches or refreshments, alcohol or drugs into the Cemetery or consuming them on the grounds;
- d) Peddling or soliciting of any commodity within the Cemetery;
- e) Placing of signs, notices or advertisements of any kind within the Cemetery or on the boundaries thereof;
- f) Bringing animals into the Cemetery or any of its buildings with the exception of seeing-eye animals;
- g) Bringing firearms or bows and arrows into the Cemetery except by a military escort accompanying a veteran's funeral or attending memorial services;
- h) Hunting of any kind, shape or form.

## **RULE 8**

The City Council hereby expressly reserves the right to adopt additional Rules and Regulations, or to amend, alter or repeal any Rule, Regulation, Article, Section, Paragraph or Sentence in the Rules and Regulations at any time and without notice.

### **SECTION 3 – LOTS AND LOT OWNERS**

#### **RULE 1**

Persons desiring to purchase lots should visit the Cemetery where the City Official will aid them in making a selection and will issue an memorandum describing the lot purchased. Payments should be brought to Neosho City Hall, paid in full and a Cemetery Deed will be issued from the City Hall Office, or mailed to the lot owner.

#### **RULE 2**

No lot shall be used for any other purpose than for the burial of the human dead.

#### **RULE 3**

Description of lots will be in accordance with the Cemetery plats which are kept on file in the City Clerk's Office

#### **RULE 4**

No lots or plots shall be filled above the established grade level.

#### **RULE 5**

The Management will take all reasonable precautions to protect lot owners, and the property rights of the plot owners within the Cemetery from loss or damage. The Cemetery distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control and especially from damage caused by the elements, an act of God, common enemy, thieves, vandals, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots or order of any military or civil authority, whether the damage be direct or collateral, other than is hereby provided.

#### **RULE 6**

The instrument of conveyance of these Rules and Regulations and any amendments thereto, constitute the sole agreement between the Cemetery Management and the Lot Owner. The statement of any employee or agent, unless confirmed in writing by the supervisor shall in no way bind the Cemetery Management.

### **SECTION 4 - CARE OF LOTS**

#### **RULE 1**

The owners of lots in the cemeteries shall be permitted to give the same such personal attention as they may desire and to that end, shall have ingress and egress to and from the cemeteries at all

reasonable hours; provided, however, that no dishes, glassware, gravel, ornamental rocks, lava rock or tailings shall be allowed on any grave. The City Official shall have the right to remove anything placed thereon contrary to the provision of this section.

#### RULE 2

The general care assumed by the Cemetery Management includes the mowing of the cemeteries, ground improvements, seeding, care of trees and shrubs, refilling sunken graves, overall care and maintenance of the IOOF Cemetery.

#### RULE 3

Owners of lots or graves desiring to care for same, may arrange to do so by submitting such desire to the Cemetery Supervisor. Lot care by owners must meet Cemetery standards set forth.

### **SECTION 5 - CORRECTIONS OF ERRORS**

#### RULE 1

The Cemetery Management reserves, and shall have the right to correct any errors that shall be made by it, either in making internments, removals or in the description, transfer, or conveyance in lieu of thereof, for other internment property of equal value and similar location as far as possible, or as may be selected by the Cemetery Management. In the event such error shall involve the internment of the remains of any person in such property, the Cemetery Management reserves and shall have the right to remove or transfer such remains so interned to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

### **SECTION 6 - INTERNMENTS**

#### RULE 1

Before an internment is made in the IOOF Cemetery, an Authorization for Burial form must be signed by the next of kin or an authorized representative. This form shall show the burial plot of record, for whom it is to be used; the plot owner; the mortuary; outside container; and date and time of service. This form will be signed before any internments are performed. The form will then be filed into a permanent record.

#### RULE 2

Lot owners shall not allow internments in their lots in return for remuneration of any kind.

#### RULE 3

Only one (1) traditional internment on a grave space 5' X 10', with the exception of two (2) infants. There may also be up to two (2) cremains buried in one burial space.

#### RULE 4

The Cemetery Management and the employees of the Cemetery are the only persons who will be permitted to open grave spaces in the city cemetery including internments and disinternments.

#### RULE 5

In order to maintain a high standard of care and to eliminate sunken graves caused by the collapse of wooden boxes and coffins and to give peace of mind to the remaining bereaved families, the Cemetery Management demands that burials be made in outside containers made of natural stone, metal or re-enforced concrete. No wooden outside containers or three (3) piece concrete will be accepted. Outside containers may be procured from any source, provided that they meet the above criteria.

#### RULE 6

All charges for internments or indebtedness due the Cemetery must be made before internment will be made.

#### RULE 7

The right is reserved by the Cemetery Management to insist on at least a 48-hour or more notice prior to any internment. One (1) week notice prior to any disinternments.

#### RULE 8

Besides being subject to these Rules and Regulations, all internments, disinternments and removals are subject to the orders and laws of the properly constituted public authority.

#### RULE 9

Before any disinternment from a City Cemetery will be made, the Cemetery Supervisor will obtain a permit from the Director of Public Health and Welfare. The permit will be countersigned by the Cemetery Supervisor. The permit will specify the grave to be opened and the purpose thereof. No permit shall be issued and no body removed, except during the months of the first of November to the first of April of any year. Such permit will be filled with the Cemetery Supervisor.

### **SECTION 7 - PLANTS AND SHRUBS**

#### RULE 1

Forest trees of any kind of species are hereby expressly forbidden to be placed, planted or grown in the City Cemetery. In all cases when it may be desired to plant or set out shrubs or ornamental trees therein, permission for that purpose shall be first obtained from the City Official.

#### RULE 2

The Cemetery Management will undertake and to maintain, as may be practical, the planting of trees and shrubs, to preserve and maintain landscape features, but does not undertake to maintenance of individual plantings.

#### RULE 3

The Cemetery Management encourages the decorating of graves, we recommend that decorating be held to a minimum during the mowing season, with the exception of Memorial Day. Then flowers will be removed one week after Memorial Day, with the exception of displays in permanent set vases.

#### RULE 4

Grave wreaths may be installed after November 15th and be removed by December 30th of each year. Cemetery personnel will remove same after December 30th.

### **SECTION 8 - SPECIFICATIONS FOR MEMORIALS**

#### RULE 1

In that orderly business procedure is necessary to permit sound operation of the City Cemetery for and in the interest of all lot owners and the community which it serves, these specifications are the result of careful study and reasonable application of the Memorial ideal. They are not designed to hinder or be harmful to anyone, and upon due consideration, will stand the test of reason. No one should deliberately violate the reasonable requirements of the Cemetery Management.

#### RULE 2

Memorials, even for temporary use, of cement, artificial stone, compositions, wood, tin or iron will not be permitted on the Cemetery grounds. Temporary metal markers provided by the mortuaries will be permitted in the City Cemetery, with the exception that they will be removed six months after the internment by the Cemetery personnel.

#### RULE 3

Any markers shall be installed by the owner.

#### RULE 4

For the protection of all lot owners, it is necessary that persons erecting, cleaning or repairing memorials, comply with reasonable direction of the City Official.

#### RULE 5

Out of respect and for other obvious reasons, all work of any description should cease while a funeral or internment is being conducted nearby. It is also required that trucks and workers withdraw to a reasonable distance from the location of the funeral service.

#### RULE 6

All workman employed by outside firms while in the Cemetery, are subject to reasonable regulations of the Cemetery Management.

#### RULE 7

Approaching the bereaved for the purpose of soliciting any business within the Cemetery is recognized as poor tact, and therefore will not be permitted.

#### RULE 8

Monument companies agree to set monuments and markers in conformity with Cemetery requirements, and in accordance with the trade standards of proper setting and handling.

#### RULE 9

Double and single markers shall have a minimum thickness of four (4) inches and shall be uniform. The bottom of every stone must be dressed to an even level bed so that it will stand plumb, resting firmly and level on the ground or foundation. All joints on memorials must be sealed against moisture and with non-staining material.

### **SECTION 9 - ENFORCEMENT OF RULES, REGULATIONS AND SPECIFICATIONS**

The Cemetery Management and City Official is hereby empowered to enforce all Rules, Regulations and Specifications and to exclude from the Cemetery any person or persons violating the same. The management shall have charge of the grounds and buildings, including the conduct of funerals, traffic, employees, lot owners and visitors and at all times shall have supervision and control of all persons within the Cemetery.