



Rules and Regulations
for
City-Owned Cemeteries

Fairview Cemetery
New Hope Cemetery
Mount Memorial Cemetery

Introduction

The purpose of these rules and regulations is to provide for the orderly operation of all city-owned cemeteries. They will also serve as a guideline to ensure the beauty, peacefulness, and solemnness to the areas that serve as a tribute for loved ones laid here to rest.

The following rules and regulations may be amended, altered, modified or corrected at any time by the City of Liberty. All owners and holders of property shall be required to comply with the rules and regulations as may be in effect at all times. For information not covered in this document, please contact the Cemetery Sexton at (816) 509-0445.

Appeals to any decision made by the Cemetery Sexton should be submitted to the Deputy City Clerk for consideration by City Council.

General Regulations

1. The Cemetery grounds are sacredly devoted to the burial of human dead and the provisions and penalties of the law, as provided by ordinance, will be strictly enforced in all cases of wanton injury, disturbance and disregard for these Rules and Regulations.
2. The City is not responsible for theft or damage to any personal property, including artifacts, personal effects, etc., placed on or near interment spaces or elsewhere in the Cemetery. This includes headstones and markers, which are owned by the family members. Repairs to headstones and markers are the responsibility of the family.
3. The City shall have the right to reset or repair any monuments that are deemed detrimental to the appearance of the grounds or present a safety issue to Cemetery visitors. The City may also utilize volunteers to assist in routine monument cleaning under the supervision of City Staff.
4. Except for the seven (7) days following Easter, Mother's Day, Memorial Day, and Father's Day, boxes, shells, toys, sprinkling cans, receptacles, or similar items (other than vases meeting the cemetery's specifications that have been placed with the Cemetery's permission) are not permitted to be placed on any interment space or elsewhere in the Cemetery, and if placed, the City may remove such items. Glassware is not permitted at any time.
5. No benches, chairs or like items shall be permitted to be left upon the Cemetery grounds, except with written permission from the Cemetery Sexton.
6. If a tree, shrub or plant standing upon any lot becomes detrimental to adjacent lots or avenues due to protruding roots or branches, or if any removal is deemed necessary due to any reason, the City shall have the right to perform whatever maintenance is required to correct the condition.

No lot shall be decorated with any tree or shrub, nor shall the lot be disturbed in any way without first obtaining the consent of the Director of Parks and Recreation or their designated representative. Memorial shrubs, trees, and bushes may be planted in designated areas within the Cemetery with an approved landscaping permit. Flowers are permitted to be planted in portions of the plot not affecting the routine maintenance of the cemetery. A landscaping permit must be approved prior to any plantings within City-owned Cemeteries.

7. All decorations, whether natural or artificial, shall be subject to the Cemetery's written policies.

Glass is never permitted in City-owned Cemeteries.

FROM MARCH 15 TO OCTOBER 15 – Fresh cut flowers or small artificial bouquets will be permitted as grave decorations. Exceptions: On EASTER, MOTHER’S DAY, MEMORIAL DAY, and FATHER’S DAY other appropriate decorations may be used for one week only (such as boxes, metal containers, potted plants and wreaths). No glass will be permitted. Any decoration you wish to retain must be picked up within seven days after each of the above days or they will be REMOVED AND DISCARDED. Lighting (including solar lights, battery powered, etc.) is not allowed from March 15 to October 15 unless it is permanently affixed to a monument.

FROM OCTOBER 15 TO MARCH 15 – Any appropriate winter decoration may be used such as wreaths, solar lighting, blankets and artificial flowers. Decorations other than those permitted between March 15 and October 15 will be REMOVED AND DISCARDED at the beginning of the mowing season.

Floral decorations in vases that are permanently a part of a monument will be allowed year-round, but will be removed by City Staff if they become withered, faded, or otherwise unsightly.

8. The City reserves to itself and to those lawfully entitled thereto, a perpetual right of ingress and egress over interment spaces for the purpose of passage to and from other interment spaces. Except as may be necessary to gain access to other interment spaces within the Cemetery, persons within the Cemetery grounds shall use only the avenues, walkways, and roads.
9. All persons are strictly forbidden to break or injure any tree shrub, or mar any landmark, marker or memorial or in any way deface the grounds of the Cemetery.
10. City Staff should be informed of all maintenance activities in City owned cemeteries. This includes but is not limited to contractors, volunteers, lot owners, families, and visitors. Maintenance activities are defined as any action intended to alter/improve an existing monument, landscape, hardscape, signage, roadway or other permanent feature within the Cemetery. This does not include routine activities such as changes to décor, removal of debris or weeds, and monument cleaning that does not require chemicals. Questions about maintenance activities in City-owned cemeteries can be directed to the Cemetery Sexton at (816) 509-0445.
11. No fencing of any kind or description shall be built or placed in or around any lot or lots.
12. All curbs or coping on or around any lot shall be flush with the ground.
13. No one, other than authorized representatives of the City, shall leave unattended in the Cemeteries any still or motion-picture camera or digital video recording device. For purposes of this regulation, a device is unattended if the user is not within 20 feet of the device. Any device found in the Cemetery in violation of this regulation shall be removed and confiscated by the City.
14. It is unlawful for any person to post or place any advertisement within the Cemetery at any time.
15. No entry of the Cemetery is allowed after dark.

Interment Regulations

1. All Cemetery charges and fees for interment services must be paid in full before an interment is made in a particular interment space within the Cemetery. All fees for disinterments must also be paid in advance.

2. The City must be provided with advanced notice of 24 hours before the time of the service before interment can be performed. Notice shall be considered from the time all interment fees are paid and an authorization permit is completed. Weekends are not to be considered as a part of the 24-hour notification period. For services following a City observed holiday, notification shall be given by 9:00 am for an afternoon service that day. Examples: For a Thursday service at 11:00 am, notification will need to be complete before 11:00 am on Wednesday. For a Tuesday service at 2:00 pm, following an observed holiday, notification will need to be completed before 9:00 am that same day. Exceptions will be made only in causes of death from contagious diseases.
3. The City may postpone or reschedule a grave side or other interment service if, in the opinion of the Cemetery's management, too many services are concurrently scheduled or because of inclement weather conditions, or because of other conditions beyond the control of the City.
4. No more than one human remains shall be interred in one interment space. No more than two cremated human remains shall be interred in one interment space. No more than three interments shall be permitted in one interment space. Cremated pet remains are allowed, but can only be interred at the time of a human interment.
5. The scattering of cremated remains shall not be permitted.
6. All interments within the Cemetery shall be performed or supervised only by authorized City personnel.
7. The City relies upon the identification of the deceased provided by the next-of-kin or authorized representative, and shall have no obligation to independently establish or verify the identity of the remains or cremains to be interred.
8. The City shall not be liable for any delay in interment (1) when a protest to interment has been made, or (2) which results from a noncompliance with the rules Regulations of the Cemetery. The Cemetery reserves the right to temporarily place the remains in a holding facility, crypt or other suitable place, subject to any state or local sanitary code requirements, until the protest or noncompliance has been resolved and further reserves the right to impose reasonable fees for such temporary holding. All protests must be in writing and filed with the City.

Disinterment Regulations

1. As a condition to perform any disinterment, the Cemetery requires written authorization signed by the Owner and the City representative. All disinterments must be conducted in accordance with state and local law. The County coroner will be contacted prior to all disinterments and that office will determine if a permit is required.
2. The Cemetery shall exercise due care in making disinterments, but shall assume no liability for damage to any body, casket, outer burial receptacle, or urn in making a disinterment in accordance with written instructions of the Owner and his duly authorized representative(s). When a disinterment is to be made from one grave to another grave and an outer burial container was not used for the original interment, an outer burial container meeting the cemetery's specifications must be furnished by the Owner or next-of-kin for the new interment.
3. All disinterments within the Cemetery shall be performed or supervised only by authorized City personnel.

Outer Burial Containers, Memorials, Foundations, and Installation

1. Caskets shall be placed in a two-piece concrete box or equal vault. Vaults are not necessary for graves for newborns or still born infants.
2. The City will not be responsible for the installation of foundations for monuments or markers. The installer of such foundation shall apply for a permit for each foundation from the Cemetery Sexton prior to such installation.
3. A Monument Permit along with a mock-up including all symbols and verbiage of the proposed monument should be submitted to the Cemetery Sexton, or their designee, for approval prior to the installation of all markers, corner stones, and monuments.
4. An Engraving Form along with a mock-up including all symbols and verbiage of the proposed engraving should be submitted to the Cemetery Sexton, or their designee, for approval prior to the engraving of niche faceplates or cenotaph plaques.
5. All markers, corner stones, and monuments shall be inspected by the Cemetery Sexton, or their designee, during installation.
6. The City reserves the right to prohibit the erection of markers, corner stones, and monuments and the installation of niche faceplates and cenotaph plaques not in conformance with the specifications prescribed herein or that contain obscene, vulgar or potentially offensive signs, wording, symbols or pictures. Installation may only be performed Monday – Friday from 8:00 am to 5:00pm.
7. All head markers, foot markers, and monuments erected in City Cemeteries shall have a concrete foundation extended below the surface of the ground.
 - a. For those with a base of 288 square inches or larger, the foundation must extend below the surface of the ground a minimum of three (3) feet.
 - b. For those with a base of less than 288 inches, the foundation must extend below the surface of the ground a minimum of eighteen (18) inches.
 - c. For exceptionally large monuments, installation specifications must be submitted to the City for approval prior to installation. Foundations must be proportional in size to the monument proposed for installation.
 - d. All such foundations shall extend beyond the perimeter of the monument/base for a distance of at least 2 inches on all sides and shall be composed of concrete.
 - e. Foundations and/or bases shall be installed even with the ground level.
8. Sealant shall be used between markers, bases, and foundations to protect markers and monuments from damage due to weather.
9. All corner stones and foot markers shall be placed with the top level to the ground.
10. All surplus material and dirt resulting from the installation or erection of any headstone or foot marker shall be removed from the lot and cemetery by the installer of such foundation of marker.