

RULES AND REGULATIONS

**BELLE VISTA, SUNSET LAWNS AND WALNUT VALLEY MEMORIAL PARK
CEMETERIES**

EL DORADO, KANSAS

**EFFECTIVE
April 1, 2025**

STATEMENT

The following Rules and Regulations have been adopted for the mutual protection of owners of Interment Rights in the City of El Dorado's cemeteries. All owners of Interment Rights and other persons within the Cemetery, and all Interment Rights sold therein shall be subject to these Rules and Regulations as they now exist, and as same may reasonably hereinafter be amended or altered by the City of El Dorado. Any reference to these Rules and Regulations in any purchase agreement entered into by the City of El Dorado, or in any Certificate of Interment Rights issued by the City of El Dorado, shall have the same force and effect as if set forth in full therein.

GENERAL REGULATIONS

Ownership and Management

Belle Vista, Sunset Lawns and Walnut Valley Memorial Park Cemeteries are owned by the City of El Dorado with operation and maintenance provided by the City.

The office of the City Clerk is located in the City Building, 220 E. First, El Dorado, Kansas. The office is open Monday -Thursday from 7:30 AM to 5:00 PM and Friday 7:30 AM – 12:00 PM. All questions concerning cemetery records, purchasing procedure, interment arrangements, care and other services may be directed to this office at 316-321-9100, or the Cemeteries office at 316-321-3410.

Cemetery Management Services

The following services are to be provided only by the Cemeteries' management:

1. Interment and disinterment.
2. Care of all lots, to include mowing of the grounds at reasonable intervals, the seasonal removal of leaves and other debris, the trimming of grass around markers and monuments, and the leveling of grave spaces.
3. General maintenance such as tree work, road work, snow removal, maintenance of water lines, trash removal, etc. shall be performed as necessary.
4. Employees will suspend their labors near graveside services.

Conduct in the Cemeteries

1. No person shall litter any part of the cemetery grounds with rubbish or debris.
2. No person shall pick or mutilate any flower or disturb any tree, shrub or other plant material.
3. No alcoholic beverages shall be consumed on the premises.
4. Animals shall not be allowed to enter the cemeteries unleashed.
5. Firearms shall not be discharged in the cemeteries unless as part of an authorized volley at burial or memorial services.
6. No person shall damage any monument, marker, urn, vault or other cemetery structure or property.
7. No form of advertising shall be allowed on the premises unless approved by the Park & Cemetery Superintendent.
8. The speed limit shall be 10 mph.
9. All City of El Dorado traffic codes shall be observed.
10. No person shall drive off established roads without permission of the management.
11. Cemetery roads shall not be used as public thoroughfare.
12. Entry into the cemeteries shall be limited to daylight hours.
13. Motorized pleasure vehicles shall not be allowed within the cemeteries.

Purchase of Burial Space

1. All cemetery spaces are to be purchased for the interment of human remains.
2. No cemetery spaces will be purchased for speculative purposes
3. Upon complete payment for spaces, a deed will be issued. If purchased by more than one person, each person's interest will be specified.
4. All spaces are purchased subject to rules and regulations now in force and to those that may be adopted in the future.
5. Cemetery Spaces are exempt from property taxes and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.
6. The sale or transfer of any Interment Right by any Owner shall not be binding upon the Cemetery unless same shall first be duly approved in writing by a duly authorized representative of the City of El Dorado. This procedure is required in order that the Cemetery may at all times have a complete and accurate record of all Owners. The Cemetery shall make available to its owners, upon their request, necessary forms to affect any sale or transfer of Interment Rights. A nominal transfer fee shall be charged. No transfer of any kind of interment rights shall be recognized by the City for any purpose, if done in any manner other than provided herein.

Burials/Services

1. No interment will take place until the interment rights are paid for in full, with the exception of indigent cases.
2. All burials must be made in a durable, non-deteriorating grave liner.
3. If the deceased is not the owner of the interment rights or a member of the owner's immediate family, written permission by the owner or agent must be filed before interment will be permitted.
4. If any opening or closing fees are not paid prior to burial, the funeral director making arrangements for burial will be responsible for all such charges. These fees must be paid within 90 days of the end of the month in which interment took place.
5. Openings requested by funeral directors will be construed as requested by the lot owner. The cemetery management will not be responsible for errors in openings if given incorrect information.
6. Cremations may be buried on top of a traditional burial/grave. Not more than two (2) cremations per grave space are allowed on top of a traditional burial/grave.
7. Not more than three (3) cremations will be allowed per space.
8. All funeral processions within the cemetery will be under the direction of the management.
9. Funeral designs and floral pieces will be removed by the management when in their opinion they become unsightly.
10. Graves will be opened by City of El Dorado employees or their agent.
11. Sundays and Holidays: No interment or disinterment shall be scheduled on a Sunday or a Holiday: New Year's Day Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving or Christmas Day.
12. Saturday services must be scheduled in advance and arrive no later than 12:00pm.

Lot Care

Monuments and Markers

1. One upright marker or monument is permitted per grave space. Exceptions are as follows;
 - i. Walnut Valley Memorial Park: all markers, monuments, and footstones must lay flush with the ground and material used be granite, bronze on granite or bronze on concrete with granite or concrete being no less than 3 1/2" thick. All bronze markers must meet minimum size requirements; Infant Marker 10"x 20", Single Marker 24"x 12", Lawn Crypt Marker 16"x 24", Double Marker 36"x 13". Individual mausoleums are not permitted. Benches will only be allowed in designated areas.
 - ii. Sunset Lawns Cemetery: all of Section H; and the e^{1/2} of lots 61-72 and the w^{1/2} of lots 73-84a of Section D all markers/monuments and foot stones will lay flush with the ground and material used must be either bronze on granite, bronze on concrete or solid granite no less than 3 1/2" thick. No upright monuments, markers, individual mausoleums or benches will be allowed in these areas.
2. All monuments, foot stones, corner markers, vases and benches are to be constructed of durable granite, cut stone from recognized quarries, standard bronze, quality marble or standard metal. Two vases are allowed per monument and must be attached securely to the collar or monument by the monument owner's agent.
 - i. All monuments and markers will be installed upon a foundation, at the owner's expense or by a monument company upon receiving a permit from the City
 - ii. At Walnut Valley Memorial Park, granite stones must have a 5" concrete border around the monument.
 - iii. Foundations for bases of monuments must be 5" wider than the monument base.
 - iv. The top of the foundation will be smooth and level and will not be higher than four and one half (4 1/2) inches below grade for a flush marker and not higher than two (2) inches below grade for all other markers and monuments. Concrete collars are required to be placed on top of foundations at Sunset Lawns and Belle Vista Cemeteries with a minimum of 5" of concrete on all four sides. Collars will not extend beyond the perimeter of owner's burial space or lot.
3. Cemetery benches will only be allowed in designated areas of Walnut Valley Memorial Park.
 - i. North and West Side perimeters of Section A, and the South and West side perimeters of Section C.
 - ii. No benches will be allowed in Section B or along the cemetery frontage.
 - iii. Benches will not be allowed if they impede or prevent access to any part of the cemetery.
 - iv. Benches will not be allowed if they impede or prevent access to any part of the cemetery.

- v. Benches must be placed upon a collar either made of granite or concrete with a concrete foundation underneath.
4. At Sunset Lawns and Belle Vista Cemeteries benches are allowed with specific stipulations.
 - i. Benches may be used as a headstone with the collar not exceeding two feet (2') in width.
 - ii. Benches may also be placed on a lot owner's vacant grave space and along the perimeter of the cemeteries at the discretion of the Cemetery Superintendent.
 - iii. Benches will not be allowed if they impede or prevent access to any part of the cemetery.
 - iv. Benches will not be allowed as a foot stone.
 - v. Benches must be placed upon a collar either made of granite or concrete with a concrete foundation underneath.
 5. All monuments and markers will be installed by the owner's agent once a monument permit is issued by the cemetery management. The cemetery will be responsible for installing government markers. Only bronze or granite government markers will be allowed at Walnut Valley Memorial Park.
 6. Those persons engaged in placing monuments or markers shall provide adequate planking to protect the turf.
 7. The site shall be left in a clean and orderly condition.

Decorations

1. Glass decorations are prohibited and will be removed by cemetery staff. Small porcelain decorations are permitted, however the City of El Dorado is not responsible for lost, stolen or damaged decorations.
2. Floral containers are not allowed at Walnut Valley Memorial Park.
3. Not more than one concrete or durable plastic floral container will be permitted per space. Floral containers must be installed upon a concrete foundation constructed at the owner's expense. It is the lot owner's responsibility to maintain the floral container. If any floral container becomes unsightly it will be discarded by the cemetery management.
4. In addition to one floral container and up to two vases, there will not be more than one grave decoration, natural or artificial, per grave space. Anything in excess will be removed by the management. However, from five (5) days preceding Memorial Day to seven (7) days following, more than one decoration is permitted. Decorations must be placed in a hanging basket, flush container or a moveable, non-breakable container.
5. Winter grave decorations are permitted beginning October 1 through March 15. Decorations not removed by March 15 will be considered abandoned and will be disposed of by the management.
6. Coping, fences, curbs structures of wood or other equally perishable material are prohibited. These structures or enclosures established on any lot previous to the implementation of this policy, which have, in the judgment of the Cemetery Superintendent become unsightly by reason of neglect or age shall be removed.
7. The planting of flowers, perennials, shrubs and trees on a lot will not be permitted without the consent of management.
8. No tree or shrubs will be pruned or removed without the consent of management

Other

Ordinances and Rules and Regulations

The City Commission shall adopt ordinances for the proper management and operation of the Cemeteries. The City Manager shall prepare suitable rules and regulations consistent with the ordinances and policies of the Commission to operate the Cemeteries in an efficient manner. All persons who may enter the Cemeteries, including owners, are subject to the ordinances, rules and regulations of the City and all amendments as adopted.

Errors

1. The City shall not be held responsible for any orders given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size and location in a lot where interment is desired.
2. The City reserves, and shall have, the right to correct any errors that may be made by the department either on making interments, disinterment's or removals, or in the description, transfer or conveyance or any interment property either by cancelling such conveyance and submitting and conveying in lieu thereof other interment property of equal value and similar location as far as possible; as may be selected by the cemetery department, or in sole discretion of the City Manager, by refunding the amount of money paid on account of said purchase.
3. In the event the error shall involve the interment of the remains of any person in such property, the City reserves, and shall have, the right to remove and reinter the remains to such other property of equal value and similar location as may be substituted and agreed upon.
4. In the event rules are violated, the City of El Dorado will notify the offending property owner and or monument company and allow a reasonable amount of time for the violations to be corrected. If at the end of this time the violation remains, the City of El Dorado reserves the right to remedy the violation by corrective measures or by removing the offending item and billing the property owner and or Monument Company for the work

