

The Loveland Burial Park & Lakeside Cemetery

Rules & Regulations

Revised: April 18, 2003



City of Loveland Cemetery Division

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Loveland Burial Park & Lakeside Cemetery

Revised: April 24, 2001

1. GENERAL SUPERVISION & RULES OF THE CEMETERIES

- 1-A. **Ownership:** The City of Loveland owns and manages two cemeteries:
“Loveland Burial Park” and “Lakeside Cemetery”.
- 1-B. **Control:** Management of the cemeteries rests with the supervisor under the direction of the Parks and Recreation Department Director or his designee. All rules and regulations governing the maintenance, care and control of the cemeteries have been established by the City Council and it reserves the right of general control over all cemetery matters. (Municipal Code Section 12.52.010)
- 1-C. **Hours Open to the Public:** The cemeteries shall be open through the Winter (September 1 to April 1) from sunrise to sunset. During the Summer months, the hours are extended to one hour after sunset.
- 1-D. **Information:** The Cemetery Supervisor or his designee shall be at the cemeteries and ready to give

information or assistance to owners of right-of- interment and visitors from 8:00 a.m. to 5:00 p.m., Monday through Friday, at the Cemetery office, 1702 N. Cleveland, Loveland, Colorado.

1-E. **Soliciting:** Soliciting, peddling or any activity of commercial nature is forbidden within the cemetery grounds.

1-F. **Firearms:** No firearms shall be discharged in the cemeteries except for military funerals or similar occasions or for purposes of animal and bird control by permission of the Cemetery Supervisor. (Municipal Code Section 9.60.020)

2. **PERSONAL CONDUCT AND TRAFFIC RULES**

2-A. **General Conduct:** All persons are welcome to visit the cemeteries during open hours. Visitors are expected at all times to be orderly and to show due respect for the property and rights of others. Boisterous or disorderly conduct shall not be permitted in the cemeteries. (Municipal Code Section 9.32.010)

2-B. **Loitering:** The cemetery grounds are not to be used as a location for rest, assembly, picnicking or other activities not pertaining to the purpose of a cemetery.

(i.e. to inter and commemorate)

- 2-C. **Animals Forbidden:** Domestic animals, including dogs and horses are forbidden in the cemeteries. All persons in the cemeteries will be held responsible for any damage done by them or by any animal in their charge.
- 2-D. **Removal of Flowers, Etc. - Forbidden:** All persons are forbidden to interfere with, disturb or remove any trees, plants or shrubs within the bounds of the cemetery.
- 2-E. **Vehicular Entrance and Exits:** Entrance to, or exit from, the cemeteries except through the marked entrances and exits is strictly forbidden.
- 2-F. **Speed Limit:** The speed limit in the cemeteries is fifteen (15) miles per hour.
- 2-G. **Roadways not Thoroughfares:** Cemetery roadways are not to be used as public streets and thoroughfares.

3. **PURCHASE OF RIGHTS-OF-INTERMENT**

- 3-A. **General:** All applications for rights-of-interment shall be made at the office of the Cemetery Supervisor. A plat of the cemetery grounds and schedule of prices

of interment sites for selection of the interment sites are available at the Cemetery Office. An interment certificate will be granted for full payment for the right of use of the interment site and for perpetual care.

- 3-B. **Payment and Interment:** No one will receive an interment certificate of use until fully paid for and no interment will be allowed until full payment of all fees involved has been made. Opening and closing costs for interment in the infant section are waived for infants, (Children under 2 years of age), who resided within the boundaries of the Thompson Valley School District, R2-J, at the time of death.
- 3-C. **Records:** Records of all interments and interment certificates shall be kept at the office of the Cemetery Supervisor.
- 3-D. **Location:** When an interment certificate is purchased, the Cemetery Supervisor shall designate exactly where the interment site is to be made so there may be no misunderstanding as to the location, and that the Cemetery Supervisor may make a proper record in the interment register.

4. INTERMENT RIGHTS AND TRANSFERS

4-A. **Interment Rights:** Interment of human remains only are allowed in the cemetery. When a right-of-interment is held jointly, a permit for interment may be granted to either owner or his/her heirs. Any owner or joint owner of an interment certificate has the right to give permission by written order for the interment of the remains of others than his/her immediate family. Proof of interment rights will be requested by the Supervisor any time a request is made for an interment or transfer. Interment rights are subject to conditions as stated on the Certificate of Interment.

4-B. **Resale:** If an interment certificate owner wishes to sell the right-of-interment, they shall notify the Cemetery Supervisor's office immediately. The City may offer to purchase any right-of-interment offered by owner at the original purchase price (including perpetual care fees). Removal of foundations and monuments or the replacement and re-engraving of columbarium niche panels shall be at the expense of the right-of-interment owner.

4-C. **Indebtedness:** The City shall have the right to refuse to consent to a transfer or an assignment as long as there is any indebtedness due the City by the owner.

5. **PROTECTION AGAINST LOSS**

5-A. **General:** The City takes reasonable precaution to protect interment certificate owners from loss or damage. Any damage occurring as a result of City negligence shall be repaired by the same, but the City distinctly disclaims all responsibility for loss or damage from causes beyond its control; i.e., vandalism, acts of nature.

5-B. **Vandalism:** When caught, vandals damaging City property shall be prosecuted to the fullest extent of the law.

6. **FUNERALS**

6-A. **Arrangements and Arrival Procedures:** Orders for interment shall be furnished to the Cemetery Supervisor's office at least ten working hours before the funeral. One-half hour between services will be required for scheduling funerals. All funerals, on arrival at the cemetery, shall be under the direction of

the Supervisor or his assistants. When two funerals arrive at the same time, the funeral in advance shall have precedence in entering the cemetery. No funeral will start services in the cemetery after 3:30 p.m., except by special permission of the Cemetery Supervisor. All funeral homes and mortuaries must schedule with the Supervisor prior to final arrangements.

- 6-B. **Saturday, Sunday, and Holidays:** Funerals may be held Saturday mornings by special permission of the Supervisor at an additional charge. Interments shall not be permitted after 11:00 a.m. on Saturdays or any time on Sundays, and all legal holidays observed by the City of Loveland.
- 6-C. **Emergency Interments:** Arrangements for emergency interments shall be made through the Cemetery Supervisor on recommendation of proper authorities of the City, County and State.
- 6-D. **All Labors Shall Cease:** The cemetery workers shall suspend their labors within the immediate vicinity of a funeral until the conclusion of all services.
- 6-E. **Chapel Tents:** Chapel tents shall be set-up at the interment site for all funeral services, unless requested

otherwise, or if high winds may create a hazardous condition.

7. INTERMENTS AND DISINTERMENTS

- 7-A. **Subject to Laws:** Interments and disinterments are subject to strict compliance to these rules and regulations; they shall also be subject to the orders and laws of the proper authorities of the City, County and State.
- 7-B. **Permits:** The Cemetery Supervisor shall not allow interment or disinterment of any body unless it is accompanied by a burial, removal or transit permit. The Cemetery Supervisor shall upon receipt of the permit, fill in the date of interment, name of cemetery, niche or grave, lot, and block number in which interment was made over his signature, and shall return all permits so endorsed to the local Registrar of Vital Statistics within ten days in compliance with State law.
- 7-C. **Records:** No interments shall be made until all information necessary to complete the records of the City has been furnished to the Cemetery Supervisor.
- 7-D. **Disinterment Arrangements:** Notice must be given

in advance to the Cemetery Supervisor regarding arrangements for removal from, or relocation within the cemetery as required. Removals and disinterments will be subject to scheduling and approval by the Cemetery Supervisor. No disinterment will be allowed until all fees have been paid including the expense of a new granite panel and re-engraving for the columbarium if necessary. No disinterment will be allowed without permission of the owner of the right-of- interment or the surviving spouse, children or the parents of the deceased, and/or the County Court. Disinterments and all labors involved shall be the responsibility of the Cemetery Staff. Proof of disinterment will be provided by presence of the County Coroner or Deputy Coroner at all disinterments.

- 7-E. **Vaults:** All interments must have either a steel, cement or fiberglass vault. Wooden vaults will only be allowed in the infant section and the Social Services section. Cremains interred in the columbarium must be in a waterproof and rustproof container.

8. PERPETUAL CARE

- 8-A. **Definition:** The term "Perpetual Care" means the cutting and watering of the grass at reasonable intervals; the raking and cleaning of interment sites; the general care and pruning of the trees and shrubs that may be placed along the walks, roadways and boundaries and the leveling of sunken interment sites. "Perpetual Care" includes the general preservation of the interment sites and grounds, walks, roadways, boundaries and structures so that the grounds shall remain and be reasonably cared for as cemetery grounds forever. The term "Perpetual Care" does not include maintenance, repair or replacement of any markers, monuments or memorials; planting of flowers or ornamental plants, or the construction or reconstruction of any marble, granite, bronze, or concrete work on any interment site where the same is damaged from any cause whatsoever. (Municipal Code Section 12.52.040)
- 8-B. **Application and Payment:** The owner of the right-of-interment is entitled to perpetual care, and payment therefore, must be made in full with the purchase of

a certificate of interment.

9. **MEMORIALS, MONUMENTS AND MARKERS**

- 9-A. **Temporary Memorials:** No temporary (not constructed of approved materials and not set upon foundations as described in Section 9-D) memorials of any kind will be allowed to be placed in the cemeteries. Any such items will be removed without notice.
- 9-B. **Memorial Location:** Interment certificates must be paid in full before a monument or marker may be installed or columbarium niche panel engraved. Interment certificate owners, or an authorized agent, shall be required to go to the Cemetery Supervisor's office and have the Supervisor designate exactly where the monument or marker is to be placed, prior to the construction of the foundation, otherwise the City will assume no responsibility for the location and any changes will be at the owner's expense.
- 9-C. **Foundations:** All foundations shall be constructed of concrete and inspected and approved by Cemetery Staff. Foundations may be either prefab or poured in place. The owner of a right-of-interment shall have the option of purchasing a foundation from the City

or an independent contractor. The right-of-interment owner, or monument company shall provide accurate dimensions of the base stone or monument. All foundations shall be ten inches longer and ten inches wider than the base stone or base of the monument. Upon delivery, if the base stone or monument does not fit the foundation properly, the Cemetery Supervisor shall refuse to allow such stone to be set until a proper foundation is installed. If incorrect dimensions for the base stone or monument are provided by the owner of the right-of-interment or monument company, they shall bear the cost of replacing the foundation. All workmanship provided by the City of Loveland is guaranteed for a period of five (5) years.

9-D. **Memorial Style and Material:** Memorials on interment sites are not restricted as to style, but should harmonize with the interment site. No additional foot stones will be allowed in the cemetery, nor shall any monument or interment site marker be admitted when made of wood, iron, plaster of paris, cement, limestone, soapstone, artificial stone or slate. All memorials shall be constructed of granite, standard bronze or marble. No memorials with rough bottom

surfaces will be permitted; they must have level bottoms and set upon foundations.

9-E. **Upright Monuments:** All monuments shall be set at the head of the interment site. Where there are two interments in one interment site, as mother and infant or cremation, the names must be on a single monument. Single monuments must not exceed three feet two inches (3'-2") in length. A double monument must not be over seven feet two inches (7'-2") in length.

9-F. **Flat Markers:** The maximum size of a single-flat marker shall not exceed twelve (12) inches wide by twenty-four (24) inches long by six (6) inches thick. The maximum size of a double-flat marker shall not exceed fourteen (14) inches wide by thirty-six (36) inches long by four (4) inches thick. All flat markers are to set level with the ground. The City will furnish one flower vase per marker, each additional vase will be sold at the existing price rate. No planting of any type will be allowed in the flat-marker section. All flowers or artificial flowers will be placed securely in flower vases. The City will allow interment site decorations (October 1 to April 1) in the flat-marker

section. No artificial flowers will be allowed during growing season (April 1 to October 1) with the exception of Memorial Day week. One marker per interment site is allowed unless there are additional cremains (see 12-A).

9-G. **Infant Section:** In the infant section, all markers are to be flat and to be contoured to the ground and must not exceed eight (8) inches wide by fourteen (14) inches long, by four (4) inches thick. No planting of any type will be permitted on the interment sites in this section.

9-H. **Cremains Section:** In the cremains section, all markers are to be flat and to be contoured to the ground and must not exceed seven (7) inches wide by fourteen (14) inches long, by four (4) inches thick. No planting of any type will be permitted on the interment sites in this section.

9-I. **Columbarium:** Inscriptions shall be allowed only on the niche panels. Only names and dates shall be allowed. The City will designate a standardized lettering style, size and spacing to be used on all niche panels. Engravings shall always be made on the top half of the niche panel first.

9-J. **Installation:** Installation of foundations or memorials must be performed under all applicable rules and regulations, according to specifications stated by the Cemetery Supervisor and subject to the control and direction of the Cemetery Supervisor. The Cemetery may require that the installer expeditiously correct any deviations from the specifications. If after notice, any deviation is not corrected, the cemetery may make such corrections at the installer's expense. Installers doing work of any kind will not be permitted to scatter materials or rubbish over adjoining interment sites or leave the same on the ground longer than is absolutely necessary. They shall be required to set their work or complete their labors as soon as possible after entering the cemetery and remove rubbish at once, leaving the site as found. Installers will be held responsible for damage done by them to other memorials, grass, trees, or any object whatsoever in the cemetery. No memorial or foundation work shall be done on Sundays or holidays. Cemetery Staff will not pour foundations or do memorial work during the two-week period prior to Memorial Day.

9-K. **Installer's Insurance:** The cemetery may require that the installer's employees are covered by worker's compensation insurance and that the installer carries adequate public liability insurance in which the cemetery is a named insured. The cemetery may require a performance bond to ensure compliance with the rules and regulations.

9-L. **Advertising:** Installers and others are prohibited from placing signs or their names on any work for advertising within the limits of the cemetery, except as part of a donation as approved by the Cemetery Supervisor.

10. **PLANTING AND DECORATIONS**

10-A. **General Care:** In order to provide a natural and pleasant effect, and also to ensure proper drainage of the grounds, the grade of all grounds and interment sites will be determined by the Cemetery Supervisor, and altered or changed as needed. All grading and digging shall be done by the Cemetery Staff. The Cemetery Supervisor shall have charge of the planting of trees and shrubs for the landscaping of the grounds. If any plant material within the cemetery interferes

with pedestrian or vehicular traffic, impacts irrigation coverage, creates a safety hazard, or interferes with other objects within the cemetery, the Cemetery Supervisor shall have the right to remove or cut same when in his judgment he determines it to be for the interest of the cemetery grounds. No one, excepting an employee of the cemetery, or by permission of the Cemetery Supervisor, shall be allowed to disturb the sod on any interment site and then only under strict supervision of the Cemetery Supervisor.

- 10-B. **Personal Planting:** After a flower bed is prepared or interment site is edged with sod, the owners may, if they choose, set their own flowers within eight (8) inches of the front of the base of monuments in upright sections only, and any flowers must remain within the 8" border. Flowers shall not be permitted at the back of monuments. Flowers shall be permitted at the sides of monuments only when authorized by the Cemetery Supervisor and depending on the size of the monument. Planting trees or shrubs shall only be allowed under the provisions of donations (see Section 12-A). Interment certificate owners wishing to remove plants, flowers, shrubs, or trees from

their interment sites must have verbal permission from the Cemetery Supervisor, and no person shall be permitted to interfere with or disturb any trees, plants or shrubs within the bounds of the cemetery.

- 10-C. **Other Decorations:** Nothing shall be placed upon interment sites other than flowers, wreaths, evergreen blankets and evergreen wreaths, (permissible October 1 to April 1). All decorations must be firmly secured or fastened to the ground or memorial and shall be removed when they become unsightly. Chairs, settees, glass cases, grave covers, toys, or any other objects that may be deemed by the Supervisor as objectionable, shall be removed without notice. Fencing, railings, copings, or other enclosures around interment sites, wood trellises, arches and headboards of every description are positively prohibited.

11. **DOUBLE INTERMENTS**

- 11-A. **Location of Interments:** Two interments are allowed at interment sites within the cemetery, except Block C and Block 34. These areas are designated by the Cemetery Supervisor.
- 11-B. **Double-Depth Regular Interments:** No new inter-

ment certificates will allow double-depth regular interments. For existing certificates of interment, which allow double-depth regular interments, the following procedures shall be used. At the time of the first interment, the vault shall be placed in the ground and the earth compacted. At the time of the second interment, the grave shall be opened to the top of the vault and the second interment shall be placed in the grave. The top of this vault must be at least eighteen (18)-inches below the surface. The grave will then be compacted as normal.

11-C. **Columbarium:** Double interments of cremains are allowed in each columbarium niche.

12. **ADDITIONAL CREMAINS**

12-A. **Additional Cremains at a Full-Sized Interment Site:** Owners of a right of interment may elect to inter not more than four (4) additional cremains at a full-sized interment site. Additional cremains will be allowed only if there is an existing regular burial at the site, or if it so states on the certificate of interment that there will not be a regular burial at the site. Up to two (2) additional twelve (12) inches by twenty-four

(24) inches flat markers will be allowed on a full-sized interment site in addition to the existing monument or marker.

13. OTHER PROVISIONS

13-A. **Donations:** The cemetery will accept donations of labor, equipment, materials, plant materials, and cash to be used for cemetery maintenance and operations. The nature of the donation must be approved by the Cemetery Supervisor and the supervisor has the right to refuse any donation. The cemetery may remove, alter, or discontinue the use of a donated item acquired with or partially acquired with donated funds at any time. The successful growth of a donated tree, shrub, or other plant material is not guaranteed and the cemetery may not replace a tree, shrub or other plant material that is removed for any reason. A receipt describing the nature and estimated value of the donation shall be given to the donor at the time of the donation, and a record of the donation shall be kept on file at the Cemetery office.

