

# RULES AND REGULATIONS OF THE ELMHURST CEMETERY

The following rules and regulations are hereby adopted by the Board of Cemetery Trustees of the City of Guymon (Board).

Whenever the term “Board” appears in these rules and regulations, it shall mean the Cemetery Board of the City of Guymon, Oklahoma.

## GENERAL RULES AND REGULATIONS

1. All references in these rules to Elmhurst Cemetery, the Guymon City Cemetery or the Cemetery, shall mean the Cemetery owned and operated by the City of Guymon known as Elmhurst Cemetery.
2. The Cemetery is maintained for the interment of deceased persons without regard to their race, color, religion, sex, age or national origin.
3. Hours of admission to the cemetery are from 8:00 a.m. to sunset. The Cemetery will be closed at all other times.
4. No funeral shall be permitted on a Sunday or a holiday observed by the City of Guymon. Funerals should be scheduled to be finished at the Cemetery by 4:30 p.m. (Holidays include New Years Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day.) Any variance must be approved in advance with the Cemetery Sexton. The Cemetery Sexton may grant a variance under unusual circumstances and set the fee.
5. Graves shall not be opened for interment until the office of the Guymon City Clerk has determined the property owner of record or the owner’s designee. The employees of the City of Guymon must perform all openings and closings of graves. A schedule of grave service charges will be furnished upon application at the office of the City Clerk and fees are to be paid or arrangements are to be made in advance. A minimum of ten (10) working hours (8:00 a.m. to 5:00 p.m. Monday through Friday except holidays) must be allowed between request of burial and time of service. Funeral Directors must mark the location of a burial in the presence of the Cemetery Sexton or his designee.
6. The term “space” used herein means a single burial area. The term “lot” as used herein means an area containing more than one space.

7. Lots in the Cemetery shall be conveyed by certificate signed by the Mayor and counter-signed by the Clerk under the seal of the City of Guymon. The certificate shall show the price, for which the lots are sold and specify that the person to whom it is issued is the owner of the lot or lots described therein by number, as laid down in the plat, for the purpose of internment. The certificate shall vest in the purchaser and his heirs a right to the lot or lots, for the sole purpose of internment, under the rules and regulations of the City of Guymon, present or future, as adopted by the Board and approved and adopted by the City of Guymon. The City of Guymon reserves the right of entry upon the described lot for maintenance, opening and closing of internment spaces on nearby Cemetery lots or for other purposes deemed necessary or proper by the City of Guymon for upkeep, maintenance and other necessary Cemetery operations. All abandoned lots or spaces in lots shall revert to the City of Guymon. By acceptance of this certificate, the purchaser agrees to be bound by its terms and all rules and regulations governing use of the lot or space.
8. The City of Guymon shall have the power to remedy and correct errors made in interments, disinterment, removals, relocations, or the description, transfer or conveyance of any lot or space by substituting in lieu thereof a similar lot or space of equal value and location as selected by the City of Guymon and the Cemetery Board, or by refunding the amount paid for the property, or by other proper adjustments or settlement as the City of Guymon, in its sole discretion, may determine. If the error involves interment in the property, the City of Guymon and the Cemetery Board shall have the power to remove and relocate or transfer the remains to another lot or space.
9. Interment in one (1) grave space shall be limited to burials of:
  - One (1) adult and one (1) infant child,
  - Or two (2) infants,
  - Or two (2) cremains,
  - Or one (1) casket,
  - Or one (1) cremain,
  - Or one (1) casket and one (1) cremain.

Only one (1) marker or monument may be placed per space with the exception of a Veterans marker or a family lot of four (4) spaces to ten (10) spaces in which event an additional family stone may be placed on the lot. No interment of any body other than that of a human being will be permitted.
10. All interments are required to be in a casket or urn constructed of durable materials approved in advance by the Cemetery Sexton.
11. Societies or Lodges owning lots must have a written order for interment signed by the President or Secretary of the Order.

12. When two (2) or more persons are named on a certificate as owners of a lot, the lot may not be divided. All owners have equal rights of interment.
13. Disinterment for removal, relocations or transfer for any purpose will not be allowed until a permit from the State Health Department is presented and approval is granted by the Cemetery Sexton. The Cemetery Sexton must have one week's notice prior to any disinterment or removal. The City of Guymon will not provide disinterment services.
14. In the event a lot owner dies intestate (without a will), the decedent's heirs become the owners of the lot. Abandoned lots or spaces shall revert to the City of Guymon.
15. The Cemetery Sexton is responsible for administration and maintenance of the Cemetery, including grass mowing and trimming, pruning of shrubs and trees, raking and cleaning of the grounds and other necessary landscape and grounds maintenance.
16. Lot owners desiring to provide private care and maintenance for their lots may arrange to do so by written request to the Cemetery Sexton, or City Clerk. Private lot care and maintenance by owners must meet Cemetery standards. The Cemetery Sexton will notify owners of lots not being maintained in accordance with Cemetery standards and following such notice lot maintenance shall be resumed by Cemetery personnel.
17. The City of Guymon and Cemetery personnel shall not maintain or be responsible for maintenance, repair or replacement of any memorial, marker, monument, mausoleum or other property placed or erected upon any lot.
18. Cemetery employees are prohibited from performing work for lot owners.
19. No lot or space site shall be covered with any material other than growing natural grasses.
20. No lot or space shall, after the date of these rules and regulations, be enclosed by edging, fence, curb, coping or border of any kind.
21. Any personal property or objects, including boxes, chairs, settees, glass vases, shells, trinkets, toys, faded or discolored deteriorated natural or artificial floral arrangements or displays or clutter or unsightly articles of any kind which, in the judgment of the Cemetery Sexton, detract from the dignity and appearance of the Cemetery shall not be permitted on any lot or space.
22. The Cemetery Sexton shall have authority to remove any floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind, from the Cemetery as soon as, in the judgment of the Cemetery Sexton, they become unsightly,

- dangerous, detrimental, or diseased or when they do not conform to the rules and regulations. All spring decorations must be removed by July 10. All winter decorations must be removed by April 15.
23. Persons desiring to retain fresh floral design and floral pieces shall remove them from graves within ten days following burial. Cemetery employees will not be responsible for any such items after their removal from a lot or space.
  24. No lot owner shall plant spreading grasses or plant or remove flowers, trees, and shrubs of any type, without the written permission of the Cemetery Sexton.
  25. Sprinkler systems will be allowed at the Cemetery, but installation must take place after November 1 and before April 15 while the water is shut off for the winter. Systems can be checked for leaks on the first workday after April 15. All water taps or connections on the main line shall be made only by a licensed plumber. Lot owners shall provide the Cemetery Sexton with the name of a person who will be responsible for the sprinkler system if maintenance or repairs are required. If the responsible party cannot be contacted in the event of a leak or malfunction, the system will be shut off. Cemetery employees will not operate manual sprinklers for the lot owners.
  26. Over-watering lots and common areas, allowing water to run off, and unattended watering is prohibited. Sprinkler systems shall not need to be attended, but checked for over-watering and run off often. If a problem is not taken care of by lot owner in a reasonable amount of time, the Sexton shall have the system or sprinkler shut off. During the times that the City of Guymon has implemented water rationing, the City of Guymon will decide what days watering is allowed at the cemetery and post those days at the entrances.
  27. Only licensed city employees or licensed professionals can make chemical applications at the Cemetery. No unlicensed individual will be allowed to spray chemicals. All licensed professionals need prior approval from the Cemetery Sexton.
  28. No advertising sign, cards or media of any type indicating that a lot, space, vault or other property is for sale, shall be permitted in the Cemetery.
  29. The Cemetery Sexton or Board shall have the right to prohibit placement of any object, property or structure of any kind in the Cemetery which, in their judgment, is inappropriate, objectionable or in any way inconsistent with maintenance of the dignity and appearance of the Cemetery.
  30. Pulling, cutting, breaking, destroying or harming any landscape material, flowers, trees, plants or shrubs, or defacing any monument, marker, building, equipment or other structure in the Cemetery is prohibited.

31. Any overhang or encroachment upon walks, parkways, driveways, lots, spaces, or graves created by any landscape material, flowers, shrubs, border plants, trees or by monuments or corner markers is prohibited. The Cemetery Sexton shall request the lot owner to correct the violation. If the violation is not corrected within a reasonable time not to exceed ten days, the Cemetery Sexton shall remove and eliminate the object which creates the overhang or encroachment violation.
32. No person shall ride a horse at any location in the Cemetery except when participating in a funeral service, in which event horses shall be ridden only upon roads, streets and lanes in the Cemetery.
33. No person shall allow a domestic animal to go upon the Cemetery property either upon a leash or at large. Domestic animals must be kept inside of vehicles while at the Cemetery.
34. The sale of more than a total of ten (10) grave spaces to any person, group of persons, firms or corporations, shall be permitted only upon the approval of the Board.
35. No lot or space in Elmhurst Cemetery shall be sold other than by the City of Guymon. Persons desiring to sell unused lots or spaces can only sell them to the City of Guymon for the price paid. Any transfers of old property needs to be documented at the City of Guymon for filing.
36. Before selling an Cemetery monument or marker for use within the Cemetery, the Seller shall provide the purchasers a copy of all rules and regulations pertaining to the placement and use of such monument or marker and shall disclose clearly whether the monument or marker of the kind to be sold can be lawfully placed upon the lot or space desired within Elmhurst Cemetery.
37. Trees or plants constituting an obstruction to a burial will be removed. The City of Guymon will not be responsible for replanting or replacement of trees or plants so removed.
38. Trees or other plants containing more than 50 % dead material as determined by the Cemetery Sexton will not be removed until the owner is properly notified. The City of Guymon will not be responsible for replanting or replacement of trees or plants so removed.
39. Children under fifteen (15) years of age are not permitted within the Cemetery, unless accompanied by a parent or guardian.
40. The speed limit in the Cemetery for all vehicles shall be 10 miles per hour (MPH). Vehicles are only allowed on paved areas and alleys. Only vehicles legal to travel on public streets are allowed in the Cemetery.

41. Any person, firm or corporation, who violates any provision in these rules and regulation, shall be subject to a fine as provided in Section 18-104 of the Guymon City Ordinances.

**RULES AND REGULATIONS**  
For Erection and Maintenance of Monuments,  
Grave Markers and Mausoleums

1. Permits must be obtained from the office of the City Clerk and given to the Cemetery Sexton before starting construction of all foundations, monuments or grave markers. Failure to obtain the necessary permit or the placement of a marker or monument not in conformance with applicable rules and regulations may result in the removal of the marker or monument.
2. Construction of foundations, monuments or grave markers can only take place on weekdays during regular working hour. Construction after hours, or on holidays, or weekends is strictly prohibited.
3. To properly perpetuate memory, except in Babyland, all monuments and markers must be made of first quality solid material, either granite, marble or standard bronze. Monuments assembled from pieces of solid material are prohibited.
4. Monuments in Lions Park (a portion of Block 18) and Pioneer Park (Block 25) are required to be a flat stone set flush with the ground. Stones in these blocks cannot exceed the width of the space or two adjoining spaces (as husband and wife) and are limited to 16 inches wide.
5. Mausoleums will be permitted, when design and construction have been approved by the Board. In no event will a concrete mausoleum be permitted. Current national manufacturing regulations are to be used for mausoleum construction. Mausoleums will be faced east or west following the traditional lines of the Cemetery. No work shall be done until it is approved by the Board.
6. General care assumed by the City of Guymon shall not mean the maintenance, repair, reconstruction, or replacement of a memorial, monument, or mausoleum erected upon any lot or space, except to the extent damage was caused by City personnel.

7. Leaning or fallen markers or monuments are the property of the lot owner. Notification of the lot owner will be attempted. Should removal of a marker or monument be necessary because of safety reasons, it will be removed by Cemetery personnel at the lot owner's expense.
8. Rules and regulations governing markers, monuments or mausoleums, on file at the office of the City Clerk should be carefully referred to by owners of lots or spaces before closing the purchase for markers, monuments or mausoleums.
9. No more than one (1) monument shall be placed on each space with the exception of a family lot of no less than four (4) spaces (situated two spaces on the east and two spaces on the west, end-to-end) where a family monument can be set in the center of the spaces. A family monument shall be allowed to straddle the space and tree easement on the east end of the lots that have a tree easement with a minimum of two spaces. Veteran markers are exempt when placed following the burial. In the event of a second interment in the same space, the second monument must be a flush foot stone.
10. Corner markers are allowed and are required to be flush with the ground. Corner markers will have no raised lettering, will set inside the boundaries of the lot and will not interfere with the City's survey markers.
11. For installation of a monument, a concrete slab being a minimum of four (4) inches thick and extending six (6) inches around Single, Slant, Upright and Family monuments at ground elevation and four (4) inches around Hickey markers at ground elevation is required. No concrete is required around Grass markers. Minimum break pressure for concrete used for a foundation shall be 3,000 psi. It is the responsibility of the owner to meet this requirement. Corner markers are not required to be set in cement. Veteran markers must follow the requirements outlined in these rules. Monuments constructed in Lion's Park (portion of Block 18) and Pioneer Park (Block 25) must be set flush and do not require a concrete slab.
12. The use of all soft stone for the base of monuments is prohibited.
13. Monuments must be placed on the west end of the space with the lettering facing the road. Family lots may have a central family stone and each space a foot stone on the east and west ends of the spaces away from the family stone.
14. Benches are allowed of constructed of first quality solid material, either granite or marble. A concrete slab footing being a minimum of four (4) inches thick and extending six (6) inches around the dimensions of the bench at ground elevation is required. It is the responsibility of the owner to meet this requirement when the bench is installed.

15. Vases shall be permitted only if permanently affixed to a monument or a marker and maintained by the owner of the lot or space. Vases shall mean containers used to hold flowers and shall be made only of marble, granite or metal.
16. No gravel, brick, stone, cement or any kind of artificial walks will be allowed within the boundary of any lot or space; and no lot or space shall be covered with gravel, chat or other material.
17. All monument, grave marker and mausoleum work must be done under these rules and regulations, and the supervision of the Cemetery Sexton. Persons or firms failing to comply with these rules and regulations may be excluded from performing future work within the Cemetery. Rules and regulations governing construction and placement of markers or monuments are prospective only.
18. In the erection of stonework, no workman shall enter on any lot when the surface is in a soft condition due to rains or inclement weather; and before leaving, the ground area must be cleaned up. Workmen engaged in the erection of stonework cannot attach ropes to monuments, trees or permanent structures without special permission of the Cemetery Sexton.
19. Variance from these rules and regulations may be granted by the Board only upon unanimous vote of the Board to accommodate extraordinary circumstances or conditions and when the variance will result in a benefit to the Cemetery.
20. Rules on location and sizes: Monument row is 24 inches wide (on West edge of lot). Marker row is 24 inches wide (on East edge or West edge of lot).

Single Grass Marker: Maximum size will be three (3) feet long, sixteen (16) inches wide, and set at ground elevation.

Double Grass Marker: Maximum size will be seven (7) feet long, sixteen (16) inches wide, and set at ground elevation. Monuments in Lions Park (portion of Block 18) and Pioneer Park (Block 25) are required to be a flat stone set flush with the ground. Stones in these blocks cannot exceed the width of the space or two adjoining spaces (example: Husband and Wife) and are limited to sixteen (16) inches wide.

Single Hickey Marker: Maximum size will be three (3) feet long, sixteen (16) inches wide, six (6) inches high in back and four (4) inches high in front.

Double Hickey Marker: Maximum size will be seven (7) feet long, eighteen (18) inches wide, eight (8) inches high in back and six (6) inches high in front.

Single Slant Marker: Maximum size will be three (3) feet long, eighteen (18) inches wide, and two (2) foot high.

Double Slant Marker: Maximum size will be seven (7) feet long, eighteen (18) inches wide, and three (3) foot high.

Single Upright Monument: Maximum size including the base will be three (3) feet long base, four (4) feet high, eighteen (18) inches wide base and a minimum of six (6) inches thick.

Double Upright Monument: Maximum size including the base will be seven (7) feet long base, five (5) feet high, eighteen (18) inches wide base and a minimum of six (6) inches thick.

Family Monument: Requires a family lot of at least four (4) spaces back-to-back. Maximum size will be based on the number of lots owned. A four (4) space family lot will accommodate a family stone the maximum size of which will be eight (8) feet long in the base, six (6) feet high, eighteen (18) inches wide base and a minimum of at least six (6) inches thick. A family lot containing more than four (4) spaces will accommodate a family stone the maximum size of which will be eleven (11) feet long in the base, six (6) feet high, eighteen (18) inches wide base and a minimum of at least six (6) inches thick.

(See attached drawings for examples.)

**ELMHURST CEMETERY  
SCHEDULE OF CHARGES**

A. For the purpose of providing funds for the maintenance of the Cemetery of the City of Guymon, a schedule of charges for the lots, interments, perpetual care and permits for activities affecting the Cemetery is established as follows:

- (1) Cost for purchase of space:
  - (a) Regular: \$200
  - (b) Perpetual Care (Lion’s Park & Pioneer Park): \$175
  - (c) Babyland: \$65
  
- (2) Grave opening and closing: Days permitted.
  - (a) Cost of opening closing of grave:
    - [1] Cremation interment, weekday: \$100
    - [2] Cremation interment, Saturday: \$150
    - [3] Infant interment, weekday: \$50
    - [4] Infant interment, Saturday: \$100
    - [5] Adult interment, weekday: \$200
    - [6] Adult interment, Saturday: \$250

(b) No funeral will be permitted on Sundays or Holidays observed by the City of Guymon. (Holidays include New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after

Thanksgiving, Christmas Eve, and Christmas Day.) The Cemetery Sexton can waive this under unusual circumstances and set the fee.

(3) Permit for markers or monuments:

(a)	Marker	\$2
(b)	Monument	\$5
(c)	Engraving	\$2
(d)	Corner markers	\$2

B. All such charges shall be payable in advance or prior arrangements made with the City of Guymon, before an opening is made or a stone is set.