



Cowley County Memorial Lawn Cemetery Rules and Regulations

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1. Purpose

For the mutual protection of every lot or plot owner, the following rules have been duly adopted and promulgated as the rules and regulations of Memorial Lawn cemetery governing the owners, operators and all lot owners and visitors and others within the cemetery, and all lots or plots sold shall be subject to these said rules and regulations, amendments or alterations, as shall be adopted by Cowley County Commissioners.

2. Definitions

- **Cemetery:** Refers to Memorial Lawn Cemetery.
- **Governing Body:** Refers to Cowley County, which owns and operates the cemetery.
- **Sexton:** The designated individual responsible for the daily operations and maintenance of the cemetery, including lot assignments, enforcement of regulations, monument approvals, and coordination of interments.
- **Interment:** The burial or placement of human remains or cremains in a grave, crypt, or niche.
- **Cremains:** The cremated remains of a deceased individual.
- **Grave Space / Lot / Burial Site / Interment Area:** A designated plot of land in the cemetery intended for the burial of human remains. These terms may be used interchangeably unless otherwise specified.
- **Scatter Garden:** A designated area within the cemetery for the scattering of cremated remains, with or without a marker.
- **Marker / Monument / Headstone:** A structure placed at a grave to identify and/or memorialize the deceased, including flat markers, upright monuments, and military markers.
- **Foundation:** A concrete or stone base that supports a monument or marker, providing stability and alignment.
- **Permanent Floral Display Fixture:** A cemetery-approved, built-in vase or attachment designed to hold flowers permanently as part of a marker or monument.
- **Vault / Outer Burial Container:** A durable container that encloses the casket in the ground to maintain ground integrity. Required for all interments.
- **Monument Setting Request Form:** The required form submitted prior to the installation of any monument or marker. Must be completed and approved by the sexton.
- **Approved Container:** A vessel or receptacle authorized by the cemetery for use in grave decoration. This does not include glass, tin, wire, or unapproved concrete planters.
- **Shepherd's Hook:** A decorative metal hook used to hang flower baskets or other items. Limited to one per grave space and must not interfere with maintenance or safety.

3. General Supervision of Cemetery

- **Admission to Cemetery**

- It shall be unlawful for any person to go into such cemetery, unless accompanied by the sexton or his designee, at any time after sundown or before sunrise, or to loiter or remain in such cemetery without any apparent errand or purpose.
- **Records of Cemetery**
 - For assistance with lot ownership or location information, please contact the Cemetery Records Office at 620-221-5414.

4. Sale of Burial Sites

- All spaces shall be sold for such sums as may be fixed from time to time by the governing body. To purchase lots, spaces, or niches, call 620-221-5414.
- No space or lot shall be used as a burial place until the purchase price is paid in full. Upon presentation, a certificate of ownership shall be issued under the seal of the county, signed by the County Chairman and countersigned by the County Clerk. This certificate conveys the right of interment of human remains only.
- If an owner desires to sell or otherwise dispose of an interment area, the county shall have the right to purchase said lot or space at the original purchase price. If sold to another individual, Memorial Lawn must be notified. Once the transfer fee is paid, a new certificate of ownership will be issued.

5. Use of Spaces/Burials

- No burials will be made without twenty-four (24) hours' notice. There will be no exceptions to this rule unless permission is granted by the sexton.
- Permitted Interments:
 - Single adult or child interment.
 - Double infant interment.
 - Interment of up to three cremains.
 - Single interment and two cremains, provided there is sufficient space between the top of the vault and the ground surface. If insufficient space is available, additional space(s) must be purchased.
- It is unlawful for any person, or agent thereof, to bury or attempt to bury their dead in the cemetery. Burials must be made in a two-piece concrete receptacle or vault; wooden boxes are prohibited.

6. Cremations

- All cremains not placed in the Scatter Garden shall be enclosed in a non-decomposable container and interred in a space.
- You must notify Memorial Lawn Cemetery before scattering any remains in the Scatter Garden.
- Cremation containers will not be disinterred to add additional cremains. One, two, or three cremations (depending on existing burials in space) may be placed in a cremation container at one time for burial.

7. Disinterment

- Any person(s) requesting the county to open a grave for disinterment or removal of a body must first obtain permission from the county coroner and then from the county administrator, upon payment of required fees.
- For reinterment in another space in the cemetery, a service charge equal to an original interment will apply, in addition to disinterment permit fees.
- An order from the District Court or judge for the exhumation of a body shall serve as sufficient application for a permit. No deposit will be required in such cases, but the cost of exhumation shall be a claim against the county commissioners as provided by law.
- Disinterment requires the presence of a vault company for vault removal.

8. Markers, Containers, and Permanent Floral Display Fixtures

• Placement Requirements

- No monuments, containers, urns, or permanent floral display fixtures shall be placed without notifying the sexton.
- Ground-level stones or markers with inverted vases mounted and a permanent part of the stone or marker are allowed.

• Maintenance Responsibilities

- Any owner, heir, or assign shall maintain, in good repair and at their expense, any grave marker, stone, monument, container, or approved permanent floral display fixture that has been erected.
- If such items fall into disrepair or become damaged beyond repair, they must be removed by the owner after written notice by the sexton.
- If the sexton is unable to locate the owner, heir, or assign, or if they fail to respond to such notice, the sexton may proceed with removal.
- The sexton shall ensure that all graves are marked.

• Size Regulations for Headstones/Markers

- The length of a headstone, monument, or marker including the foundation shall not exceed the width of the grave space:
 - Single space: 40 inches wide
 - Double space: 80 inches wide

• Monument Setting Requirements

- Before any headstones, monuments, markers, or military markers can be set, a Monument Setting Request Form must be completed and submitted with all required information. A two-business-day notice to the sexton is required prior to setting. Location flags will be left in place for five days before being removed.
- The Monument Setting Request Form can be found on the last page of this document or click [here](#).

• Prohibited Installations

- Individual mausoleums are prohibited in the cemetery.

• Liability Disclaimer

- Memorial Lawn Cemetery / Cowley County expressly disclaims all responsibility for loss or damage from causes beyond its reasonable control including, but not limited to, theft, vandalism, or natural disasters.
- Memorial Lawn Cemetery / Cowley County assumes no responsibility for headstones, monuments, memorials of any kind, flowers, decorations, vases, or other property on any interment space.
- Owners should contact their personal insurance carriers regarding damaged or stolen property.

9. Artificial Flowers and Decorations

• Year-Round Allowances

- Artificial flowers in approved permanent display fixtures are permitted year-round unless they become faded, broken, or deteriorated. These may be removed and disposed of by the sexton without notice.

• Seasonal Allowances

- Artificial flowers not in approved permanent display fixtures may only be placed from November 1 to March 1. Items not removed by the owner will be disposed of by the sexton without notice.

• Memorial Day Decorations

- Decorations are permitted one week before and one week after Memorial Day. Items not removed by the owner will be disposed of by the sexton without notice.

• Prohibited Containers and Items

- Glass or tin containers, pieces of wire, and similar materials used to secure baskets or pots are not permitted.
- Concrete planters and other unapproved containers will be removed without notice.
- Structures, ornaments, decorative rock, embellishments, or plantings that are not in harmony with the overall cemetery design or hinder maintenance may be removed.

• Prohibited Landscaping Features

- Fences, hedges, curbs, or any planted borders are not permitted.
- Ornamental rock is not allowed as a substitute for turf.

• Spring Cleanup and Removal

- All artificial flowers not in approved permanent display fixture, solar lights, and other in-ground decorations will be removed beginning March 1 in preparation for the mowing season.

• Christmas Decorations

- Christmas items may be disposed of by cemetery personnel beginning February 1, if not previously removed by the owner without notice.

• Shepherd's Hooks

- Only one shepherd's hook per space is allowed. Hooks must not interfere with maintenance or pose safety hazards.

- Cemetery personnel may relocate or remove them when necessary. Hooks are not allowed to be installed in concrete foundations.
- **Inappropriate Items**
 - Any item deemed offensive, improper, or injurious will be removed without notice. Examples include, but are not limited to: alcohol containers, shotgun, rifle, or pistol cartridges, knives, tools, etc.

10. Planting of Flowers, Trees, and Shrubs

- **Planting Restrictions**
 - Planting of trees and shrubs is prohibited unless approved and placed by the sexton.
 - The owner is responsible for general care, though the sexton may prune or trim as needed.
 - Trees or shrubs that die or interfere with grave preparation will be removed by the sexton without notice.
 - Thorn-bearing trees or shrubs are not allowed.
- **Temporary Floral Displays Post-Interment**
 - Live cut flowers, artificial flowers, wreaths, and floral frames are permitted for five days after interment. These will be removed by cemetery personnel without notice.
- **Non-Liability for Unauthorized Items**
 - Cemetery personnel are not responsible or liable for the disposal or return of any decoration, flower, tree, or shrub installed without approval.

11. Defacing or Destroying Property

- It shall be unlawful for any person to show a lack of respect for any cemetery and the graves, buildings, and other items enclosed therein. It shall be unlawful for any person to damage, destroy, alter, deface or injure anything used for the protection, the beautification, the improvement, or the purposes of such cemeteries or graves, including but not limited to cutting, carving, marking, breaking, or otherwise damaging any monument, gravestone, mausoleum, slab, corner post, building, fence, railing, tree, shrub, or flower.



Monument Setting Request Form

Memorial Lawn Cemetery

Instructions: To ensure proper scheduling and placement, the Cemetery Monument Setting Request Form must be completed and submitted at least two full business days prior to the monument or marker being set. Please note that the foundation for a monument may not exceed 40 inches in length on a single space or 80 inches on a double space. All required fields on the form must be filled out completely and accurately.

Email (required): _____

Monument Company (required): _____

Contact Person (required): _____

Contact Phone Number (required): _____

Date Monument/Marker to Be Set (required): _____

Name of Person(s) Purchasing Monument/Marker (required): _____

Name(s) on Monument/Marker (required): _____

Block/Section: _____

Lot/Row: _____

Space(s): _____

Dimensions of Monument Base and Description of Stone/Marker (required):

Examples: (3'x1' Granite) - (2'x1' Military Bronze) - (2'x1' Flat Granite)

Vases (required): _____

Owner of Space(s) (required): _____

