

# OPERATIONS AND MAINTENANCE MANUAL

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## **Introduction**

The Board of Trustees of the Campbell County Cemetery District, by action, has adopted the rules and regulations here-in for the purpose of providing the citizenry of the county reasonably efficient management, operation, and maintenance of all the cemeteries within and under the jurisdiction of the Campbell County Cemetery District.

These rules apply equally to all cemeteries falling under the jurisdiction of the Campbell County Cemetery District.

The Board of Trustees of the Campbell County Cemetery District reserves the right to establish additional rules and regulations governing the use of its facilities if conditions warrant.

Wyoming State Statutes, 35-8 article 3, authorizes the formation of special Cemetery Districts. The Campbell County Cemetery District was formed under this law and acts for the voters of the county in the management of all District owned cemeteries. The business office of the Cemetery District is maintained at its Mount Pisgah Cemetery located at 804 South Emerson Ave., Gillette Wyoming. All business transactions are conducted from the office, and all Cemetery Board meetings are held there.

The Cemetery District is a public body, and all its meetings are open to the public.

## **SECTION I**

### **Responsibilities of the Board of Trustees**

In general, the responsibilities of the Board of Trustees is to manage, operate, and maintain all cemeteries falling under its jurisdiction, in a manner that it feels will best serve the residents of Campbell County in accordance with its established mission and values; which are: To provide our community with progressive leadership in financial planning and innovative development of facilities, programs, and community involvement, while maintaining and enhancing the perpetual beauty of our Cemetery District and to provide a peaceful and dignified final resting place and memorial options for loved ones as well as opportunities for life-affirming activities and celebrations.

#### **Responsibilities by actions of the Trustees or designated staff and professionals are:**

1. Provide options and services for the final disposition of human remains and the perpetual care for all plots in the cemeteries operated by the District, in accordance with pertinent rules adopted by the Board of Trustees for this purpose.
2. Set District policies and procedures which are enforced and executed by staff and designated professionals.
3. Operate and maintain the District's fiscal, financial and budgetary requirements for the benefit of the residents of Campbell County in a manner that the Board deems appropriate and is in accordance with applicable Wyoming State Statutes through actions of their own and those of their designated staff and professionals.
4. Authorization for disinterment/disinurnment must be made by the Board of Trustees, or their authorized representative. Detailed rules for this procedure are set forth elsewhere in this document.
5. Permits for setting of monuments, must be given by the Board of Trustees or their authorized representative. Detailed rules and regulations covering the general responsibilities of the Board, as outlined above, will be found elsewhere in this document.

## SECTION II

### Hours of Operation

1. **Office Hours** – The cemetery office will be open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The cemetery office will be closed on all legal holidays except Memorial Day or as noted below.

<b>Holiday</b>	<b>Office</b>
New Year's Day	Closed
Equality Day	Open
President's Day	Open
Memorial Day	Open
Independence Day *	Closed
Labor Day	Closed
Columbus Day	Open
Veteran's Day (observed)	Open
Thanksgiving Day	Closed
Employee Appreciation Day (Friday after Thanksgiving Day)	Closed
Christmas Day *	Closed

\*Independence Day and Christmas Day –

If the holiday falls on Saturday, the holiday will be observed on the day before (Friday).

If the holiday falls on Sunday, the holiday will be observed on the day after (Monday).

2. **Gate Hours** – The cemetery gates will be open from dawn to dusk year-round.

It shall be unlawful for any vehicle to be in the cemetery during any other hours without the permission of the Cemetery District Superintendent.

**SECTION III  
CAMPBELL COUNTY CEMETERY DISTRICT  
RATES**

**MOUNT PISGAH CEMETERY**

**BURIALS**

ADULT BURIAL	
Adult Burial Space	\$ 100.00
Adult Burial Space	\$ 200.00
Adult Burial Space	\$ 400.00
Adult Burial Space	\$ 600.00
Adult Burial Space	\$ 800.00
Open and Close	\$ 150.00
Set-Up Fees	\$ 50.00

**FETUS BURIAL (BLOCK 46)**

(Fetal Demise Burials Are Provided Free Of Charge In Block 46)

Fetus Burial Space	\$ 25.00
Open and Close	\$ 25.00
Set-Up Fees	\$ 25.00

**BABY AND CHILD BURIAL (BLOCK 41)**

(AGE 0-14)

Baby and Child Burial Space	\$ 50.00
Open and Close	\$ 50.00
Set-Up Fees	\$ 25.00

**CREMATION BURIAL (BLOCK M)**

(ALL AGES)

Cremation Space	\$ 25.00
Open and Close	\$ 25.00
Set-Up Fees	\$ 25.00

**COLUMBARIUM**

**CREMATION-COLUMBARIUM NICHE**

(Each Niche Accommodates Two Cremains)

Niche	\$ 500.00
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This price includes engraving of all names and dates.

**OTHER RATES**

**WEEKEND SERVICES**

Adult Burial	\$ 400.00
Cremation	\$ 200.00
Fetus	\$ 200.00
Baby and Child (0-14)	\$ 200.00

**HEADSTONE ENGRAVING**

Final Dates Engraving	\$ 100.00
Custom Engraving	Quoted

**DISINTERMENT/DISINURNMENT**

Urn	\$ 100.00
Casket	\$1,500.00
Burial Vault	\$ 750.00

**\*\*Other Rates Apply To All Cemeteries\*\***

**RURAL CEMETERY WITH IRRIGATION**

(BETHLEHEM, ROZET, SAVAGETON, AND WRIGHT)

**BURIALS**

**ADULT BURIAL**

Adult Burial Space	\$ 75.00
Open and Close	\$ 150.00
Set-Up Fees	\$ 50.00

**FETUS BURIAL**

Fetus Burial Space	\$ 25.00
Open and Close	\$ 25.00
Set-Up Fees	\$ 25.00

**BABY AND CHILD BURIAL**

(AGE 0-14)

Baby and Child Burial Space	\$ 50.00
Open and Close	\$ 50.00
Set-Up Fees	\$ 25.00

**CREMATION BURIAL**

(ALL AGES)

Open and Close	\$ 25.00
Set-Up Fees	\$ 25.00

**RURAL CEMETERY WITHOUT IRRIGATION**

(FOUR MILE, E.R., KINTZ)

**BURIALS**

**ADULT BURIAL**

Adult Burial Space	\$ 37.50
Open and Close	\$ 150.00
Set-Up Fees	\$ 50.00

**FETUS BURIAL**

Fetus Burial Space	\$ 25.00
Open and Close	\$ 25.00
Set-Up Fees	\$ 25.00

**BABY AND CHILD BURIAL**

(AGE 0-14)

Baby/Child Space	\$ 25.00
Open and Close	\$ 50.00
Set-Up Fees	\$ 25.00

**CREMATION BURIAL**

(ALL AGES)

Open and Close	\$ 25.00
Set-Up Fees	\$ 25.00

**\*\*RATES SUBJECT TO CHANGE\*\***

## SECTION IV

### Cemetery Plots and Lots

A cemetery plot consists of one burial space. A cemetery lot consists of one or more adjoining plots (usually 4 plots, sometimes 2, sometimes 3).

1. **Reservation of Burial Plots** – A Plot or plots (lots) or other cemetery products may be reserved with a 20% non-refundable down payment at time of reservation and must be paid in full within 90 days. After 90 days any item not paid in full will result in the forfeiture of the down payment and the property or product will be returned to open inventory. Any amounts paid in addition to the required non-refundable down payment will be refunded in full. The final sale price of any plot so reserved will be the price established at the time of reservation.
2. **Cemetery Deed** – Ownership of plots or lots within the cemetery shall be evidenced only by a Cemetery Lot Deed issued and signed by the Board of Trustees upon full payment of the purchase price.
3. **Nature of Plot Ownership** – Ownership of a cemetery plot consists of the right of interment and any rights necessarily implied therefrom unless otherwise noted on the Deed. Cemetery plots are considered “real” property and for legal purposes are treated as such. Plots are exempt from property tax assessments and taxation. Deeds are given to owners. The receipt and record of ownership of plots will be maintained in the records of the Campbell County Cemetery District. Owners may, at their discretion have their deed recorded at the courthouse. As of February 10, 2015, the number of plots that can be owned by any immediate family (spouses and children under 18) or entity is 6 plots.
4. **Subdivision of Plots** – A cemetery plot cannot be divided into smaller portions than that originally set forth in the Deed thereof.
5. **Transfer of Plots** – No transfer or assignment of plot or ownership therein shall be valid until recorded at the office of the Campbell County Cemetery District.
6. **Unwanted / Unused Plots** – The Cemetery District will at any time purchase back unwanted or unused plots from any individual holding title, or those individuals that can claim title through Right of Survivorship or some other legal device. The buyback of unused/unwanted plots will be for the amount of original purchase.
7. **Property Declared Abandoned** – In accordance with Wyoming Statute 35-8-212 the cemetery district may, after a period of 25 years with no contact of the owner of record regarding any unused plot, lot, parcel or product in the cemetery, declare them abandoned and place them back into available inventory.

## SECTION V

### Interments/Disinterments/Disinurnments

All interments made in the Campbell County Cemetery District will be made in accordance with the rules and regulations approved by the Board of Trustees.

They are as follows:

1. No interment or burial service will be allowed on Sundays, or any of the holidays listed below, where the office is scheduled to be closed, unless an emergency situation exists. For burials on legal holidays that the office is scheduled to be open, approval must be granted from the District Superintendent.

<b>Holiday</b>	<b>Office</b>
New Year's Day	Closed
Equality Day	Open
President's Day	Open
Memorial Day	Open
Independence Day *	Closed
Labor Day	Closed
Columbus Day	Open
Veteran's Day (observed)	Open
Thanksgiving Day	Closed
Employee Appreciation Day (Friday after Thanksgiving Day)	Closed
Christmas Day *	Closed

\*Independence Day and Christmas Day –

If the holiday falls on Saturday, the holiday will be observed on the day before (Friday).

If the holiday falls on Sunday, the holiday will be observed on the day after (Monday).

2. No burials will be permitted after 3:00 p.m. from November 1<sup>st</sup> to March 1<sup>st</sup>, or after 4:00 p.m. March 1<sup>st</sup> to November 1<sup>st</sup>. This is subject to the discretion of the District Superintendent.
3. Exceptions to 1 and 2 shown above are authorized only by a contagious disease or other emergency health reason or for a direct burial requested by a family for personal or cultural reasons. Should an emergency burial be necessitated on a weekend, or a holiday authorized by the Cemetery Board, extra charges will be levied. Such charges would be for personnel and excavation of the grave. Additional charges may be incurred if weather conditions warrant. Arrangements for an emergency burial must be made through the Campbell County Cemetery District Superintendent or his/her assistant.
4. There will be a two-hour interval between services scheduled on the same day.
5. The District Superintendent may at his/her discretion, for whatever reason, waive the two-hour interval between times of arrival of funeral processions.

6. **Arrangement Of All Burials Requires 48 Hours'- Notice.** The 48-hour notice is defined as the period of time between the notification of the Campbell County Cemetery District of the death and the scheduled time of the funeral. The requested time of service, the location and payment for the burial space, as well as its excavation, plus the payment of other cemetery charges must all be finalized within the 48-hour notice. Scheduled working hours of the Campbell County Cemetery District are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Funeral directors and/or families wishing to schedule a funeral on a Monday or Tuesday need to contact the District Superintendent or the employee on call. In order to further expedite this contact, all area funeral directors will be notified of the telephone numbers at which the District Superintendent and employee on call may be reached. The Campbell County Cemetery Board has authorized the District Superintendent and/or the staff to make all necessary arrangements to meet the requested time, as long as such request conforms to the rules and regulations of the Cemetery Board. If for some reason the requested time cannot be met, the District Superintendent, or designated staff will notify the funeral director and/or the family as to why and will suggest an alternative time.

**\*Immediate Disposition Will Be An Exception To The 48-Hour Rule.\***

7. Interment Notices: Funeral Homes, or any person requesting a burial of any kind, must submit to the District a complete, accurate, and truthful Interment Notice. Contact information for next of kin must also be provided in the event cemetery personnel have ownership or funeral service considerations that need resolved either pre- or post- burial.
8. State law requires that a standard burial transit permit be provided before any dead human body may be buried. If such permit is not in the hands of the District Superintendent or staff member at the time scheduled for interment, there will be no burial. Permits MUST accompany the deceased to the Cemetery.
9. Saturday burials, not emergency in nature, will be scheduled between the hours of 10 a.m. to 2:00 p.m.
10. All costs pertaining to an interment must be paid prior to the time the burial is to take place. If the selection of a plot is involved, the family must go to the cemetery office where the District Superintendent, or his/her designee, will show the family representative the plots that are available for purchase. It is then up to the family to make a selection. If the family has already purchased the plot it is merely the selection of the burial space that needs be made. Such selection can be done in the office. At this time the District Superintendent, or his/her designee, will explain all cemetery charges involved in the burial and will collect the money. This activity must take place in the 48-hour notice period previously explained.
11. Up to three sets of remains may be contained in a single, adult burial space. Combinations are limited to the following: 2 caskets/vaults, one cremains. 3 sets of



cremains. One casket/vault, 2 cremains. Other plots (infant, fetus, cremains) are limited to one set of remains/cremains.

12. Stacked Burials. Stacked burials are permitted in certain parts of the cemetery, and are subject to the District Superintendent's approval, based on soil conditions in the cemetery. It is a requirement of the District that the first interment in a stacked burial be made in a concrete vault or concrete liner.

### **Fetal Demise**

It shall be the policy of the Campbell County Cemetery District to provide burial plots and conduct burial services at no charge for any non-live birth fetal demise in accordance with the following guidelines and rules.

The cemetery district shall make available non-deeded plots in Block 46 located within Mt. Pisgah at no charge. In other cemeteries located within the district, the cemetery staff shall choose an appropriate lot.

Lots in Block 46 in Mt. Pisgah, as well as other district cemeteries will be used sequentially starting with the next available plot.

A fetal demise of less than 20 weeks gestation, AND NOT requiring a death certificate shall be accompanied with the proper release form from a hospital. This form will serve in lieu of a Burial Transit Permit.

A fetal demise with a gestation of greater than 20 weeks, AND requiring a death certificate, shall be accompanied with a Wyoming or other state issued Burial Transit Permit.

All fetal demises shall be contained in an appropriate container that prevents the loss of bodily fluids.

Fetal remains provided to the district for burial from Campbell County Health or other approved health care organizations shall be accompanied by a signed Chain of Custody Body Release Form signed by both Cemetery and Hospital personnel.

Fetal remains released to the district from Campbell County Health will be entered into record only by the unique identifying number issued by the hospital. No patient, parent or family information will be shared with the Cemetery district.

The district shall provide a temporary marker with a name or number poured in a concrete base for all fetal demises marking their location of burial. A family may choose to purchase a monument of their choosing at their own expense in accordance with current monument policies of the district.

## **Disinterments and Disinurnments**

A disinterment permit (removal of a deceased human body) must be obtained from the local registrar by the next of kin or other authorized person. Disinterment or disinurnment will be done subject to the following Cemetery Board requirements.

A disinurnment permit (removal of an urn) must be obtained from the District by the next of kin or other authorized person. Disinurnments will be done subject to the following Cemetery Board requirements.

1. The District Superintendent may authorize disinterments and disinurnments at his/her discretion upon receipt of the proper paperwork. The District Superintendent will designate the time for the requested disinterment/disinurnment to take place. Normally, it will be done during working hours. Weekends and holidays will be subject to the District's Saturday service charge of \$375.00 in addition to the normal fees of the disinterment or disinurnment.
2. A casket disinterment will cost \$1,500.00. A concrete burial vault disinterment will cost \$750.00. An urn disinurnment will cost \$100.00.
3. A sealed vault must be used when a family, or other authorized person pre-plans a disinterment or disinurnment. Cost of the pre-planned vault is to be borne by those sponsoring the disinterment or disinurnment.
4. All fees must be paid in full prior to scheduled service.
5. Casket disinterment may result in additional expense to the sponsor including but not limited to casket replacement, or other container requirements in order to comply with Wyoming Department of Health regulations regarding the transportation of a deceased human body.

## SECTION VI

### Decoration of Lots and Burial Spaces

The Board of Trustees has no objection to a family, or any authorized individual decorating or beautifying a grave, **provided permission is first sought from the office of the Campbell County Cemetery District and such efforts are within the Board's policies.**

All improvements, alterations, changes, or decorations of individual property in the cemeteries shall be under the direction and subject to the consent and approval of the District Superintendent. Should they be made without written consent or in the event, at any time, in the judgment of the District Superintendent, they become unsightly to the eye or detract from the overall beauty of the cemetery, they become damaging to the grass, or they interfere or complicate the normal grounds maintenance, the District Superintendent shall have the right to remove, alter or change such improvements, alterations, changes or decorations.

1. **Temporary Decorations** – Any decoration not displayed in a permanent vase or receptacle that is permanently attached or affixed to a monument or base will be considered temporary in nature (i.e. flowers placed in ground, plastic vases stuck in ground, leaning on monument, or loose on graves, etc.) and should be placed adjacent to the front or sides of monuments. **In general, all temporary decorations, with the exception of Christmas blankets and wreaths which will be permitted from December 1<sup>st</sup> to March 1<sup>st</sup>, may be displayed for up to two weeks. As stated above, any decoration becoming unsightly may be removed at any time.**

This covers the following items:

- a. Loosely placed live and artificial flowers and plants.
- b. Temporary vases, sprays and wreaths of live or artificial flowers.
- c. Christmas Blankets and Wreaths – May be displayed from Dec. 1<sup>st</sup> to Mar. 1<sup>st</sup>.
- d. Memorial Day Decorations – Memorial Day decorations will be removed by cemetery personnel for disposal two weeks after Memorial Day.

2. **Permanent Decorations:**

- a. PERMANENT VASES FOR THE DISPLAY OF LIVE AND ARTIFICIAL FLOWERS – Permanent Vases for the display of live and artificial flowers must meet the following criteria.
  1. The vase or vases must be set with a minimum of three inches of border and must be an integral part thereof. Under no circumstances will the installation of a vase, or vases, cause the monument to exceed the maximum allowable width.
  2. Such vases must be installed by an approved monument company, at the owner's expense.
- b. PERMANENT / LIVE PLANTINGS –The planting of live bushes, trees and plants is done only by cemetery personnel or by permission from the District Superintendent. No trees will be allowed to be planted inside the

border of a cemetery plot/lot. Flowers, bulbs and small bushes may be planted within 8” of the front or sides of monuments. No flowers, bulbs or small bush plantings are allowed on the alley side which is the back side of the monument. Trees and large bushes may be planted only in approved alleys where no underground encumbrance is known to exist.

- c. **SHEPARDS HOOKS** –All Shepard’s hooks or other similar items used for the display of decorations or hanging baskets must be placed flush against the concrete base of an existing monument. They will not be allowed on graves or plots where no concrete base exists. Any hook or similar item interfering with the normal maintenance and perpetual care of the cemetery may be removed without notice at any time by the District Superintendent or authorized grounds personnel.
3. **Not Permitted** – The placing of boxes, shelves, stones, toys, mulches, crushed aggregate, stuffed animals, pinwheels, metal designs, ornaments, chairs, settees, glass, urns, flower pots, or flower planters, wood fence, metal cases, small objects or figurines or other items similar in nature that are not permanently secured to a concrete base or monument on plots, will not be permitted.
4. **Liability** – The Campbell County Cemetery District will not be liable for any lost, misplaced, or broken flower vases used in the decoration or beautification of spaces by individual owners, nor will they be liable for damages by the elements, thieves, vandalism, or by other causes beyond its control.

**PRIOR PERMISSION REQUIRED – Again, prior permission is required for any improvements, alterations, decorations or changes. In addition, any and all items may be removed by cemetery personnel due to unsightliness, damage to grass, interference with operations, etc.**

## SECTION VII

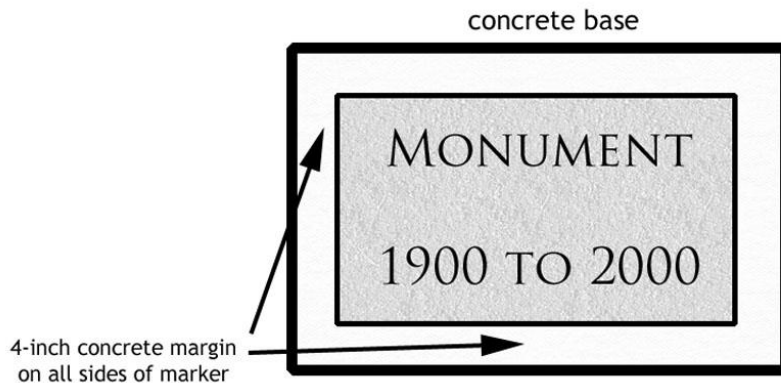
### Monuments or Markers

1. No memorial, monument, or grave marker will be permitted on any burial space until the space has been fully paid for, a deed issued for the property, and a permit for the placement of a monument or marker has been issued by the Campbell County Cemetery District's office.
2. Only one central or family monument shall be allowed on a family lot.
3. Up to three monuments or markers for each burial space will be permitted. (Head stone, foot stone, flat grass marker)
4. All monuments or markers for each burial space in the Mount Pisgah Cemetery and all of the rural cemeteries in the District, shall be placed west facing east in the traditional manner. Footstones shall be placed east facing east. All owned property in the Campbell County Cemetery District with no monument in place shall adhere to the above mentioned placement of monuments and markers. (Headstones place west face east. Footstones place east face east.) For plots with any existing monuments that are not placed in the traditional manner the family may set remaining monuments on that plot to match already existing monuments to maintain a uniform appearance.
5. No plot owner shall erect or place or cause to be erected or placed on any plot in the cemeteries under jurisdiction of the Campbell County Cemetery District, any monument, memorial, or marker that does not conform to its policies and regulations.



6. Any marker, monument, or memorial for any grave in the District must be set on a concrete foundation or approved equal. This foundation may be poured in place or be pre-cast. All grave markers, monuments, or memorials must be centered on the foundation which will extend four inches beyond the ends of the marker, monument, or memorial, in all directions. The foundation will be set level, with the lowest point of the foundation being at least 3 inches above the ground surface.

It will front on a common base line that will be located by cemetery personnel. These foundations or bases will not exceed a maximum width of four feet for a single monument or a maximum width of eight feet for a double monument. (See Figure 1 below.) All work done by monument companies in cemeteries under the jurisdiction of the Campbell County Cemetery District will be inspected by cemetery personnel for conformance to the District's regulations governing their work. If a company is found to be not in conformance, they must correct the deficiency or remove the monument. All debris, including grass, sod, and dirt, must be removed from the site. None will be permitted to be placed around the foundation.



7. Traditional monuments for cremains will be allowed as long as they are placed at the head or foot of the grave. Monuments placed at the foot of the grave must be footstones. Additional monuments for additional interments of cremains in same burial space will require grass markers, level and one end flush with the ground surface. The precast for said monuments or markers shall not exceed a width of 30 inches and a length of 30 inches and shall extend a minimum of four inches from all sides of stone. This will include the cremains section, Block M in Mount Pisgah Cemetery.
8. Benches may be installed at either the head or foot of a grave or lot. Benches will be of a permanent nature consisting of either granite, marble, pre-formed concrete or other approved permanent substance. Benches will be set on a concrete base and adhere to the same base and facing requirements for monuments set in the district.
9. Monuments for markers in the infant section, Block 19 will be centered on a concrete base, the maximum dimension of which, will be 18 by 26 inches, and will extend a minimum of four inches from the stone on all sides.
10. The foundation for military markers will not exceed 18 inches by 30 inches and may be precast or poured in place.
11. Any monument set in the Campbell County Cemetery District must meet the cemetery requirements. A request for the establishment of a base line on which they can set the foundation and monument must be approved.

- 12.** The Board will exercise due care to protect the lettering, carving, or ornaments on any monument, memorial, or marker or any other authorized structure on any plot in its cemeteries. It disclaims any responsibility for damage due to these structures from sources beyond the control of the Board.
- 13.** No coping, curbing, hedge, grave mounds, borders, enclosures, or walks will be permitted on any plot in the cemeteries under the jurisdiction of the Campbell County Cemetery Board.
- 14.** The use of tiles, bricks, gravel, crushed rock, oyster shell, cinders, or other similar materials on any plot in the District's cemeteries is strictly prohibited. Any such materials used may be removed by the District Superintendent, or his/her designee, without notice to the owner.
- 15.** On February 6, 1991, the Board of Trustees voted to no longer approve the placement or installation of surface vaults including those with exposed lids and or granite grave ledgers in any of the cemeteries under their jurisdiction.
- 16.** The Campbell County Cemetery District Board may allow commercial cleaning of headstones/monuments within the Campbell County Cemetery District, upon approval by the District Superintendent and the completion of a written waiver of liability by the commercial cleaning company and the plot owner. The District Superintendent maintains an approved list of commercial cleaning companies that meet liability insurance and professional standards. The cemetery stones may be cleaned by family members or owners. Cemetery personnel clean headstones/monuments free of charge as one of their duties in caring for the cemetery. Cemetery personnel do not provide cleaning chemical to the public.

## SECTION VIII

### Vaults and Outer Burial Containers

1. Vaults and other outer burial containers are not required by the Campbell County Cemetery District, but they may be installed at the individual's discretion and expense.
2. All vaults are to be installed by the supplier or the mortuary personnel. The installation includes the proper placement of the lowering device and when appropriate, a tent community rooms.
3. Installation of concrete vaults must conform to the following:

The supplier must furnish planking, or other suitable means, to provide a protective covering for the grass on which the truck crane will move while in the process of setting the vault.

All work, by the supplier, must be done during the regularly scheduled working hours, 8:00 a.m. to 5:00 p.m. Monday thru Friday. The District Superintendent, or his/her authorized representative must be always present while the installation is taking place. If for any reason the activity of the supplier creates a necessity for cemetery personnel to work overtime the supplier will be responsible for the cost of the overtime.

4. The placement or installation of surface vaults and mausoleums with one or two crypts shall be allowed anywhere within the cemetery district so long as they conform to current state statutes with regard to foundation design as well as fluid and odor requirements. Vaults or mausoleums containing 4 or more crypts are subject to statutory requirements, and inspection and approval by the state of Wyoming. All vaults or mausoleums intended for private family use must fit within the confines of an existing cemetery plot, which includes the concrete base/foundation with a 4" margin on which the structure will rest. Due to maintenance issues, ledgers of any material are not permitted.



## SECTION IX

### Multi-Purpose Community Rooms

The basic reason for constructing the community rooms was in the interest of public safety. The cemetery, being built on a steep slope, constituted a hazard to traffic when the roads there in are snow packed. Additionally, there is a hazard to pedestrians who must walk to the grave side service, and most of them would have to do so since it is impossible to park and observe the service.

As a result of requests, both locally and out of town, the Board expanded the community rooms uses. If any family of a deceased person wishes to use the community rooms, they may do so by contacting the District Superintendent, or his/her designee, and the requested use must fall within the regulations prescribed by the Board of Trustees. The rules for the use of the community rooms are as follows:

1. The facilities may be used for funeral services (i.e. committal and graveside services) and for families wanting to gather after such services. Funeral services are defined as a gathering, where at that time an interment or inurnment will take place. If any of the community rooms are used for events other than a funeral service, additional charges will apply. Please see Facility Rental Guide for non-funeral service shelter usage information.
2. There will be no charge for any of the above scheduled funeral service uses. Parties using the community rooms are responsible for cleanup of the facility after use and subject to the terms and conditions of the district's \$200 refundable cleaning/security deposit, contained in the Facility Rental Guide.
3. Families involved in an indigent or welfare burial may schedule the use of the community rooms.
4. If there is a committal or graveside service in the community rooms, there will be none at the grave.
5. The hours of availability of the community rooms are from 8:00 a.m. to 5:00 p.m. Monday through Friday. If a funeral is scheduled on a Saturday, arrangements must be made with the District Superintendent, or his/her designee, and an overtime charge for the attending cemetery personnel will be made. If more than one request for use of the community rooms is received on any single day, the District Superintendent, or his/her designee, is responsible for scheduling such use.
6. The transportation of the casket and flowers to the graveside, after services in the community rooms, whether by the funeral director or cemetery personnel is at the discretion of the family.

7. If in the opinion of the District Superintendent, or his/her designee, conditions are such that a graveside service in the cemetery is dangerous to those in attendance, the service will be held in the community rooms. If such is a possibility the cemetery personnel in charge will notify the funeral director, the family, or both.
8. All uses of the community rooms facility must be scheduled in advance with the District Superintendent, or his/her designee.

## **SECTION X**

### **Rural Cemeteries**

The Board defines rural cemeteries as those that have been incorporated into the Cemetery District in accordance with existing law and lie outside the city limits of Gillette but within the geographical boundaries of Campbell County. The basic reason for accepting rural cemeteries into the District is the preservation of existing grave sites, thus preserving for posterity a part of the history of Campbell County.

Acceptance of a rural cemetery into the District is under the jurisdiction of the Board of Trustees and a petition for such acceptance must be made in writing, to the Board. The Board, at a regularly scheduled meeting, will hear the petitioners, explain the petitioners requirements and the Board's responsibilities, after which a decision will be rendered.

The rules governing the operations of cemeteries within the District are written to cover all the cemeteries under the Board's jurisdiction. However, the Board reserves the right to make exceptions it deems necessary for rural cemeteries. Anyone objecting to the Board's action in this regard, may appear at a scheduled meeting, outline their objections, and the Board will, in due time, render a decision.