

THE GARDENS AT MOUNT PISGAH
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 both gardens, Unity and Inspiration, at the Mt. Pisgah Cemetery, all of which are 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 Statute, 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 responsibility 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.

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.

Holiday	Office
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.

**CAMPBELL COUNTY CEMETERY DISTRICT
UNITY GARDEN RATE SHEET**

PAVERS*

(MEMORIAL PAVER ACCOMMODATES 1 URN)

Cenotaph Paver	\$ 300.00
Memorial Paver	\$ 500.00

MEMORIAL CURBING*

(ACCOMMODATES 2 URNS)

Memorial Curbing Without Wedge	\$ 600.00
Memorial Curbing With Wedge	\$ 700.00

NICHE WALL*

COMPANION NICHE

(ACCOMMODATES TWO URNS)

Companion Niche Row 1	\$ 600.00
Companion Niche Row 2	\$ 800.00
Companion Niche Row 3	\$ 1,000.00
Companion Niche Row 4	\$ 1,200.00

ESTATE COMPANION NICHE

(ACCOMMODATES 2 URNS)

Estate Companion Niche Row 1	\$ 1,400.00
Estate Companion Niche Row 2	\$ 1,700.00
Estate Companion Niche Row 3	\$ 2,000.00

ESTATE NICHE

(ACCOMMODATES 6 URNS)

Estate Niche Row 1	\$ 3,000.00
Estate Niche Row 2	\$ 4,000.00

WALLED ESTATES

(ACCOMMODATES 2 DOUBLE DEPTH BURIALS)

Walled Estate	\$ 55,000.00
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GARDEN BLOCKS*

(ACCOMMODATES 2 URNS)

Garden Block 12x14x4	\$ 800.00
Garden Block 14x14x8	\$ 900.00
Garden Block 10x20x8	\$ 1,000.00
Garden Block 12x18x6	\$ 1,100.00
Garden Block 16x16x6	\$ 1,200.00

UPRIGHTS

(ACCOMMODATES 2 URNS)

Cored Upright	\$ 3,200.00
Non-Cored Upright	\$ 2,500.00

ESTATE BOULDERS

(ACCOMMODATES 4 URNS)

Small Estate Boulder	\$ 2,000.00
Medium Estate Boulder	\$ 4,000.00
Large Estate Boulder	\$ 6,000.00

BURIAL LOT

(ACCOMMODATES 1 BURIAL)

Adult Burial Space	\$ 1,000.00
Child Burial Space	\$ 500.00

MEMORIAL BENCHES

If Available	\$ 5,500.00
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**ENGRAVING OF NAMES AND DATES
INCLUDED EXCEPT FOR BOULDERS.
CUSTOM ENGRAVING BY QUOTE.
ADDITIONAL BURIAL FEES APPLY FOR
WALLED ESTATES AND BURIAL LOTS. RATES
SUBJECT TO CHANGE.**

*** ITEMS ARE TEMPLATED. PLEASE SEE
OFFICE FOR DETAILS.**

**CAMPBELL COUNTY CEMETERY DISTRICT
INSPIRATION GARDEN RATE SHEET**

OSSUARY

(ACCOMMODATES UP TO 600 CREMAINS)
Ossuary \$ 50.00

PAVERS*

(MEMORIAL PAVER ACCOMMODATES 1 URN)
Cenotaph Paver \$ 300.00
Memorial Paver \$ 600.00

MEMORIAL CURBING*

(ACCOMMODATES 2 URNS)
Memorial Curbing With Wedge \$ 900.00

NICHE WALL*

COMPANION NICHE
(ACCOMMODATES TWO URNS)
Companion Niche Row 1 \$ 800.00
Companion Niche Row 2 \$ 1,000.00
Companion Niche Row 3 \$ 1,200.00
Companion Niche Rows 4 and 5 \$ 1,400.00

VERTICAL ESTATE NICHE EN3
(ACCOMMODATES 9 URNS)
Vertical Niche (Per Row) \$ 6,000.00

ESTATE COMPANION NICHE EN1
(ACCOMMODATES 3 URNS)
Estate Companion Niche \$ 2,500.00

ESTATE NICHE EN2
(ACCOMMODATES 6 URNS)
Estate Niche Row 1 \$ 3,500.00
Estate Niche Row 2 \$ 4,500.00

BEVELED GARDEN WALL
(ACCOMMODATES 2 URNS)
Beveled Garden Wall \$ 1,600.00

UPRIGHTS

(ACCOMMODATES 2 URNS)
Cored Upright \$ 3,500.00
Non-Cored Upright \$ 2,750.00

**ENGRAVING OF NAMES AND DATES INCLUDED
EXCEPT FOR BOULDERS AND SANDSTONE.
CUSTOM ENGRAVING BY QUOTE.
ADDITIONAL BURIAL FEES APPLY FOR
FAMILY AND GARDEN ESTATES.
RATES SUBJECT TO CHANGE.**

GARDEN BLOCKS*

(ACCOMMODATES 2 URNS)
Garden Block 12x14x4 \$ 800.00
Garden Block 14x14x8 \$ 900.00
Garden Block 10x20x8 \$ 1,000.00
Garden Block 12x18x6 \$ 1,100.00
Garden Block 16x16x6 \$ 1,200.00

BASALT COLUMNS

(ACCOMMODATES 4 URNS)
Basalt Column 2 Foot \$ 3,500.00
Basalt Column 3 Foot \$ 4,500.00
Basalt Column 4 Foot \$ 5,500.00

ESTATE BOULDERS

(ACCOMMODATES 4 URNS)
Small Estate Boulder \$ 3,000.00
Medium Estate Boulder \$ 5,000.00
Large Estate Boulder \$ 7,000.00

SANDSTONE ESTATES

(ACCOMMODATES 8 URNS)
Sandstone Estate \$ 6,000.00

FAMILY ESTATE

(ACCOMMODATES 4 DOUBLE DEPTH BURIALS)
Family Estate \$ 100,000.00

GARDEN ESTATE

(ACCOMMODATES 2 DOUBLE DEPTH BURIALS)
Garden Estate \$ 40,000.00

MEMORIAL BENCHES

\$ 5,500.00

*** ITEMS ARE TEMPLATED. PLEASE SEE
OFFICE FOR DETAILS.**

SECTION IV

Cemetery Plots, Lots, Burial Estates and Cremation Products

A cemetery plot in the Unity Garden consists of one burial space for either an adult or a child. A lot may consist of more than one burial space. The family burial estates in both gardens shall be considered a Lot and contain multiple burial spaces.

1. **Reservation of Burial Plots and Cremation Products** – 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 property or product so reserved will be the price established at the time of reservation.
2. **Cemetery Deed** – Ownership of plots or lots within the gardens (Unity and Inspiration) 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 with a copy retained on file at the district offices. 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. **Plot Ownership-Unity Garden** – Burial plots in the Unity Garden located in the turf areas are designed to accommodate the remains of both adults and children in caskets only. A child is defined as a person under the age of 18. It was the intention during the design of these gardens to accommodate adults wishing to be buried near their children. Such plots may only be purchased after a lot has been purchased for the loss of a child on an at-need basis. Two adults may reserve or purchase up to a total of two (2) adult burial plots as near as possible to the chosen plot for their child. Due to the size of the children’s plots, age and or casket size may require them to be buried in an adult size lot.
5. **Nature of Ownership for cremation product options** – All other cremation products in the gardens, including but not limited to, niches, estate niches, curbing, garden blocks, boulder estates, cenotaph pavers, memorial pavers, ossuaries, basalt and sandstone estates, cored and non-cored uprights, and all other cremation products that exist, or may exist in the future are owned by the person(s) purchasing them. The receipt and record of ownership of product(s) will be maintained in the records of the Campbell County Cemetery district. The number of products than can be owned by any immediate family (spouses and children under 18) or entity is 6.

6. **Engraving of Products** – Engraving is included with purchase of most cremation garden products, but not all. See rate card for specifics. The options for engraving shall be controlled by the cemetery district and adhere to strict templates for the products identified as being template controlled. For the sake of consistency and uniformity, no deviations will be allowed. Other products are available for custom engraving options that are either included with purchase or available by quote. See rate card for specifics.
7. **Subdivision of Products** – Any garden product or estate product cannot be divided or enlarged into portions other than that originally set forth at the time of purchase.
8. **Transfer of Plots or burial estates** – No transfer or assignment of plot or ownership therein shall be valid until recorded at the office of the Campbell County Cemetery District.
9. **Transfer of Cremation Products and Cremation Estates** - All cremation products in the gardens, including but not limited to, niches, estate niches, curbing, garden blocks, boulder estates, cenotaph pavers, memorial pavers, ossuaries, basalt and sandstone estates, cored and non-cored uprights, and all other cremation products that exist, or may exist in the future may NOT be transferred to other persons or entities without the approval of the Cemetery District.
10. **Unwanted / Unused burial Plots** – The Cemetery District will at any time purchase back unwanted or unused burial 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 and will be executed with a Quit Claim Deed. Family estates are not eligible for repurchase until one, or all of the pre-installed crypts are empty. If granite has been engraved, the replacement cost will be deducted from the repurchase amount.
11. **Unwanted / Unused Cremation Products** – The Cemetery District will at any time purchase back unwanted or unused cremation products from any individual with official record of ownership, or those individuals that can claim that right through Right of Survivorship or some other legal device. The buyback of unused/unwanted products will be for the amount of original purchase. Any product that has been engraved and is unused or becomes vacant will be accepted back by the district, but because of replacement costs associated with previously engraved products, no remuneration will be offered.
12. **Property Declared Abandoned** – In accordance with Wyoming Statute 35-8-212 the cemetery district may, after a period of 25 years with no contact with the owner of record regarding any unused plot, lot, parcel or product in the gardens, declare them abandoned and place them back into available inventory.

SECTION V
Interments

All interments/inurnments made in the Campbell County Cemetery District gardens 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/inurnments on legal holidays that the office is scheduled to be open, approval must be granted from the District Superintendent.

Holiday	Office
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 1st to March 1st, or after 4:00 p.m. March 1st to November 1st. This is subject to the discretion of the District Superintendent. Inurnments may be made at any time between the hours of 10:00 a.m. and 4:00 p.m. year-round.
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, in the same garden.
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, or cremation product, 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/inurnments, not emergency in nature, will be scheduled between the hours of 10 a.m. to 2:00 p.m. Weekend and Holiday rates will apply for these services.
10. All costs pertaining to an interment/inurnment must be paid prior to the time the burial/inurnment 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 or product, 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 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. Products and plots/lots in the gardens have a pre-determined capacity for occupancy. See rate sheet for information. There will be no exceptions to this rule. There will be no stacked burials in the Unity Garden, and no additional sets of cremains added to a burial plot.

Disinterment and Disinurnment

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 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 another authorized person. Disinterment or disinurnment will be done subject to the following Cemetery Board requirements.

1. The District Superintendent may authorize disinterment and disinurnment 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. 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 Gardens at Mt. Pisgah (Unity and Inspiration) have been designed with beauty, peace, and serenity in mind. It is, therefore, the intent of the district, and the understanding of those purchasing spaces or products within those spaces, that the gardens themselves are the decoration and beautification of all that is contained within, in order to maintain a unified and consistent presence.

1. **Decorations** – All decorations in the gardens will be considered temporary in nature and may be present for a period not to exceed two weeks. Any decoration that interferes with routine maintenance, or is deemed unsightly or unsafe, hazardous, or of a nature that would not be normally allowed, may be removed at any time by cemetery personnel. All decorations will be removed after a period of two weeks. See below for items allowed and not allowed. Glass containers or vases, or other glass items, are not allowed.

Allowed (for up to two weeks)

- a. Loosely placed live and artificial flowers and plants.
- b. Temporary vases, sprays, and wreaths of live or artificial flowers. (No Glass)
- c. Christmas Blankets and Wreaths – May be displayed from Dec. 1st to Mar. 1st. if space accommodates such.
- d. Memorial Day Decorations – Memorial Day decorations will be removed by cemetery personnel for disposal two weeks after Memorial Day.

Not Allowed

- a. Live plantings
- b. Solar lights
- c. Pinwheels
- d. Shepard's hooks
- e. Statues/figurines, benches
- f. Permanent vases
- g. No items on or in the ground
- h. Items stuck to or behind niche doors
- i. Stuffed animals or toys
- j. Beverage containers
- k. Food items
- l. Planters, flower pots
- m. Ornaments
- n. Any item deemed by the District Superintendent not to be in conformity

Exceptions:

Exceptions may be granted to owners of private family burial estates, where provisions exist for additional live plantings and other items considered permanent in nature. Any alteration to a private burial estate from its original condition at time of purchase is subject to approval by the District Superintendent.

SECTION VII

Monuments or Markers

Monument and memorialization are provided with every purchase (except Ossuary) in both gardens. With most products engraving is included. (See rate sheet) Engraving options are controlled by the cemetery district for uniformity and consistency on all products in both gardens.

Exceptions:

Private family burial estates, boulder and sandstone estate products. Custom engraving is available for an additional fee.

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.

SECTION VIII
Multi-Purpose Shelters

If any family of a deceased person wishes to use the multi-purpose shelters, 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 multi-purpose shelters 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 multi-purpose shelters 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 multi-purpose shelters 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. The hours of availability of the multi-purpose shelters 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 multi-purpose shelters is received on any single day, the District Superintendent, or his/her designee, is responsible for scheduling such use.
4. All uses of the multi-purpose shelters facility must be scheduled in advance with the District Superintendent, or his/her designee.