

**RULES AND REGULATIONS
of the
EL RENO CEMETERY BOARD**

As Adopted and Approved
by the City Council of the
City of El Reno, Oklahoma

With Amendments Through 11/17/2009

Whenever the term "Board" appears in these Rules and Regulations, it shall mean the Board of Cemetery Trustees of the City of El Reno, Oklahoma.

GENERAL RULES AND REGULATIONS

1. The El Reno Cemetery is maintained for the interment of persons of all races.
2. Hours of admission to the Cemetery are from Sunrise to one (1) hour after Sunset. The Cemetery will be closed at other hours.
3. Uniform courtesy to all is required of all employees.
4. No funeral will be permitted on Sundays and Holidays observed by the City of El Reno.
5. Grave shall NOT be opened until the City Clerk (or Cemetery Records Clerk) **has issued the necessary burial permit** to the property owner of record or the owner's designee. The Employees of the City of El Reno must perform all openings of graves. Schedule of grave service charges will be furnished upon application at the Office of the City Clerk and fees are to be paid in advance. **A minimum of nine (9) working hours must be allowed between request of burial permit and time of service.**
6. In the deed to all grave spaces, there shall be a clause, "Subject to the Rules and Regulations of the El Reno Cemetery Board", as adopted by the Board and approved by the City Council of the City of El Reno.
7. Interment in one (1) grave shall be limited to casket burials of:
one (1) parent and one (1) infant child,
or two (2) infants,
or (1) body and two (2) cremains.
* or three (3) cremains, adult or infant, (Bd. approved 4/26/2006)
Cremains in E/2, W/2, and Center of one grave.
Only one (1) marker or monument may be placed at the gravesite. No interment of any body other than that of a human being will be permitted.
8. Societies or Lodges owning lots must have written order for interment signed by the President or Secretary of their Order.
9. When there are two (2) or more persons interested as owners of a lot, no dividing lines within the same lot will be recognized by the Board, all owners having equal rights on interment.

10. No disinterment will be allowed without a permit from the City Clerk.
11. When a lot owner dies intestate, or without a will, the heirs are recognized according to the laws of Oklahoma.
12. No gravesite shall be covered with any material other than the natural covering of grasses at the cemetery.
13. No lot or plot shall, hereafter, be enclosed by fence, curb, coping, or border of any kind.
14. No lot owner shall have the right to plant flowers, trees, or shrubs, or to remove them without the written consent of the Sexton.
15. Lot owners or caretakers are prohibited from leaving the water running upon their lots during their absence from the cemetery.
16. **Funeral designs and floral pieces will be removed from graves when they become wilted or unsightly.** In no case will employees attempt to locate designs or floral pieces after their removal from a lot, and the Board will not be responsible for anything of this nature.
17. Signs will not be permitted that indicate a grave space or spaces, a lot, or vault is for sale, nor any advertising signs or cards of any person or persons.
- 18. The Board has the right to forbid the placing of any structure or object they shall deem objectionable.**
19. All persons are prohibited from pulling flowers or breaking any tree, plant, or shrub, or in any manner defacing any monument, building or other structure within or belonging to the Cemetery.
20. No owner or agent of any plot shall plant or maintain flowers, shrubs, border plants, trees, monuments, or corner markers that shall overhang or encroach upon walks, parkways, driveways, private burial graves, lots or plots.
21. When such flowers, shrubs, border plants, trees, monuments, or corner markers overhang or encroach upon any walk, parkway, driveway, private burial grave, lot or plot, the Board shall request the owner or agent of the objectionable article to remove the same.
22. If the owner or agent cannot be found when notified by letter at their last known address, the Board shall, by a majority vote, cause the objectionable article to be removed. This rule shall apply equally to the present owners or agents of graves, lots or plots, as well as to the future purchasers of same.
- 23. The Board shall remove from lots any article, which is objectionable as provided by State law. **This rule is to be enforced as provided by the laws of the State of Oklahoma covering encroachments of like objects.****

24. No person shall ride a horse in the El Reno Cemetery, including the roads, streets and lanes therein, except in conjunction with a funeral service; and in such event, said horse or horses shall be confined to the roads, streets and lanes therein.
25. The sale of more than twelve (12) grave spaces to any person, group of persons, firms or corporation, shall be consummated only on approval of the Cemetery Board.
- 26.** Before selling any grave space in the El Reno Cemetery, the Seller shall in writing notify the Purchasers that the said grave space is subject to all the Rules and Regulations promulgated by the Cemetery Board. **Notification of any sale (re-sale of grave spaces) must be presented within 72 hours to the office of the City Clerk (Cemetery Records Clerk) for updating of Cemetery records.**
27. Before selling any Cemetery monument or marker for use within the El Reno Cemetery, the Seller shall in writing notify the Purchasers of all Rules and Regulations promulgated by the Cemetery Board pertaining to the sale, placement and use of such markers, and shall disclose clearly whether a marker of the kind to be sold can lawfully be placed at the site desired. NOTE: Current prices of graves and prices of grave openings as approved by the Board are on file at the Office of the City Clerk, and are subject to change at any future date.
28. If any trees or other plants constitute an obstruction to a burial, the same may be removed. The City of El Reno will not be responsible for replanting or replacement of the same trees or plants.
29. If any trees or other plants are more than fifty percent (50%) dead, then the City will take a picture for the record and remove the dead trees or plants without notification to the owners. The City will not be responsible for replanting or replacement of the same trees or other plants. (2/4/97 Council approved.)
- *30. Absolutely nothing shall be attached or adhered to a Columbarium niche or the Columbarium Granite in any way, shape, or form—with **no exceptions.** (11/17/2009 Council approved.)
- *31. Interment within a niche in the Columbarium shall require a minimum of a temporary crematory plastic urn container.
One niche may contain two (2) cremains.

* new additions or revisions

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

With Amendments Through 11/17/2009

1. **Permits must be obtained** from the Office of the City Clerk (or Cemetery Records Clerk) and **given to the Sexton** of the Cemetery **before starting construction** of foundations, monuments or grave markers. Failure to obtain the necessary permit or the placement of marker or monument not in conformation may result in the removal of said marker or monument.
2. All memorials or grave markers must be made of either **granite, marble, or standard bronze**.
3. Vaults or mausoleums will be permitted, when design and construction have been approved, on certain lots designated by the Board. However, in no event will a **concrete** vault or mausoleum be permitted. **Any current National manufacturing regulations are to be used for mausoleum construction.**
4. Vaults built partially or entirely above the ground must be made of **either granite or marble**. They must, in all cases, be furnished with catacombs, where the interments may be made separately and hermetically sealed at the time of depositing a body. Walls or vaults erected above ground must be at least 4 to 6 inches in thickness. Any lot owner desiring to **erect a Mausoleum or Vault** shall **submit to the Board a statement in writing giving the lot number and section where the structure is to be placed**, with detailed plans and specifications as to the materials and construction. No work shall be done until approved by the Board.
5. No Vault or Mausoleum shall be built on lots having less than 480 square feet in area, except for Block 31A, where lots are 320 square feet in area.
6. Rules governing Monument work on file at the office of the City Clerk should be carefully referred to by owners of grave spaces before closing the purchase for monuments, so as to abide by those rules.
7. Not more than one (1) monument shall be placed on each plot less than 160 square feet in area in monument section and then only in the center of the plot. This pertains to all monument sections other than **Old, New, and First Additions**, which will **allow a monument** without regard to the 160 square feet requirement, providing that such **monuments are placed in line with existing monuments** on the lot or on adjacent lots; and **in the event the monument or markers need to be moved, the family requesting the interment shall be responsible for the costs of moving and resetting said monument or markers.**
8. For installation of either a monument or marker, a **concrete slab being a minimum of four (4) to six (6) inches thick and extending six (6) inches around the marker or monument** at ground elevation, is required. It is the responsibility of the owner to meet this requirement.
9. The use of all soft stone for the base of monuments is prohibited.

10. All monuments erected must line up with or parallel to the walk or drive upon which the lot fronts.
11. Any boxes, chairs, settee, or benches, glass vases, shells, trinkets, toys, or other clutter and **unsightly articles** that may **interfere with the mower** or that may be considered **objectionable** by the Cemetery Board **WILL NOT BE PERMITTED** on the lots or graves. This will be enforced, and owners will be asked to remove such items, or the Cemetery Board will order them removed by City Employees. (Bd. approved 7/14/2005)
12. No gravel, brick, stone, cement or any kind of artificial walks will be allowed within the boundary of any lot or plot; and no lot or plot shall be covered with gravel, chat or other material.
13. **All work approved by the Board in preceding paragraphs must be done under the rules and general supervision of the Board.** Anyone failing to comply will be excluded from future work within the grounds.
14. 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 Board.
15. The Board expressly reserves the right to make exceptions to these rules in favor of any construction work the Board considers of general benefit to the Cemetery.
16. Rules on sizes: Monument row is 24 inches wide (in the middle of the lot).
Marker row is 16 inches wide (on East edge and West edge of the lot).

Single marker: Maximum size will be three (3) feet long, fourteen (14) inches wide, six (6) inches high in back, and four (4) inches high in front.

Double marker: Maximum size will be seven (7) feet long, eighteen (18) inches wide, seven (7) inches high in back, and five (5) inches high in front.

Single Monument: Maximum size will be three (3) feet long base, eight (8) inches thick, and eighteen (18) inches wide.

Family Monument: Maximum size will be eleven (11) feet long base, at least eight (8) inches thick, **and eighteen (18) inches wide.**

Reminder that a **six-inch concrete border/foundation is required** under all markers or monuments, and the border cannot exceed the width of the graves owned by that person or family.

When there is an existing family monument and there are only two single graves remaining on a family plot for a married couple to be buried head-to-foot, an upright single monument will be allowed between their graves, provided there is written permission from the lot owner to run a continuous concrete border to match the existing stone.

Rule on Block 3, Third Addition: (12 space lots)
To be sold in 1, 2, or 3 grave spaces and **restricted to single or double markers**, not to exceed six (6) inches high.

Rule on Block 4, Third Addition: (12 space lots)
Allows **Monuments** on lots containing at least four (4) grave spaces, which are divided from East to West. Monuments are to be placed in the center of the lot.

Rule on Catholic Addition: (12 space lots)
Blocks 1, 2, 3, 4, and 5 will allow **one (1) monument to a lot**, which is not less than 160 square feet, and to be centered on property.
Must have four (4) spaces, divided East to West, to set monument.

Rule on Catholic Addition: (12 space lots)
Block Six (6), Lots one (1) through 35, sold in 4, 8, or 12 graves.
One (1) Monument will be allowed to a lot, which is not less than 160 square feet, to be set in the center of the lot divided East to West.

Rule on Catholic Addition: (12 space lots)
Block Six (6), Lots 36 through 55, Markers are allowed. One (1) **Monument** will be allowed on a lot, which has 160 square feet, to be set in the center of the lot divided East to West. (5/7/1991 Council approved.)

**** Rule on Catholic Addition:** (12 space lots)
Block Seven (7), Lots 1 through 60, Markers are allowed. One (1) Monument will be allowed in the middle of four (4) graves (160 sq. ft.) divided with two (2) on the East and two (2) on the West.
and
Block Seven (7), Lots 61 through 75, are single row lots. Markers are allowed. One (1) monument will be allowed at West end of the graves next to Evergreen Street. (Bd. approved 7/14/2005) (Council approved.)

Rule on Blocks 23, 23A, and 24, Second Addition: (12 space lots)
Monuments will be permitted, but only in the center of the lot.
Lots are to be sold with 4, 6, 8, or 12 grave spaces.
Lots to be divided from East to West.

Rule on Blocks 25, 25A, and 25B, Second Addition: (8 space lots)
Monuments will be permitted in this section.
Lots may be divided and sold in four (4) or eight (8) grave spaces.
Lots shall be divided from East to West.

Rule on Blocks 26 and 27, Second Addition: (12 space lots)
and Block 27A, Second Addition: (8 space lots)
Any number of grave spaces may be purchased.
Single or double markers are to be set on the outer edge of property. **Monuments** will be allowed when placed in the middle of four (4) graves divided two (2) on the East and two (2) on the West (160 sq. ft.) in accordance with the rest of the blocks.
(5/5/98 Council approved.)

Rule on Blocks 28 and 29, Second Addition: (12 space lots)

and Block 28A, Second Addition: (8 space lots)

Any number of grave spaces may be purchased. Markers and Monuments are allowed in this section; however, **monuments** are allowed only in an area of four or more spaces, if that many spaces are available, to be centered in property with lots to be divided from East to West.

Monuments will be allowed when placed at the head or West end of the graves **in the single row of lots next to the road** on the West edge of the Cemetery by the fence. (5/5/98 Council approved.)

Rule on Block 30, Second Addition: (12 space lots)

Monuments will be allowed in the middle of four (4) graves (160 sq. ft.)

divided with two (2) on the East and two (2) on the West

In the single row lots next to the road on the West edge of the Cemetery by the fence, a monument will be allowed along the road end of graves.

(Council approved.)

Rule on Block 31, Second Addition: (8 space lots)

Allows **Monuments** on lots containing at least four (4) to eight (8) grave spaces with lots divided from East to West.

Rule on Block 31A, Second Addition: (8 or 12 space lots)

Each lot of 12 graves is to be purchased by one owner.

This is for a companion mausoleum on the West end of the lot, with **eight (8)** burial spaces on the East end of each lot.

If the owner decides to sell any of these graves, he must sell at the same rate of his original purchase price. Bd. approved 10/10/2002)

In-ground burials will be allowed in West half of lot.

(Bd. approved 4/26/2006) (Council approved)

**** Rule on Block 32, Second Addition:** (12 space lots)

One row of eleven (11) lots located **near the Park/Pond** extending South to the Sexton's building.

Monuments will be allowed set in center of four (4) graves (160 sq. ft.) divided with two (2) East and two (2) West.

eleven lots with 12 graves each. (11-03-2010 Council approved)

**** Rule on Cremation Columbarium:** (60 Niches on each side)

Definition: The Columbarium is a Mausoleum for Cremations (Ashes).

Each niche may contain one or two cremains in a minimum of a temporary crematory plastic urn container.

Engraving and Etching on the 11" x 13" niche door shall be provided by Arnold/El Reno Monument using $\frac{3}{4}$ " Monument Block Lettering, limited to nine (9) lines, with sixteen (16) characters each, with the understanding that a comma, a period, and a blank space are considered a character. All language (names, dates, and/or any emblems) and wording engraved and etched on the niche shall be of Moral and Legal standards, with the City making the final determination of a request to what is Moral and legal.

The customer shall be required to complete the Engraving Application form and make an agreement with Arnold/El Reno Monument to have the niche door engraved per specifications, with the engraving fee to be determined by the Engraver.

The Cemetery Sexton and Arnold/El Reno Monument shall be the keepers of the niche door keys for the protection of the Cemetery property.

Absolutely nothing shall be attached to or adhered to the granite columbarium or niches in any way, shape, or form. ****No Exceptions!****

(10/08/09 Bd approved) (11/17/09 Council approved)

**** Rule on Cemetery Pavilion Rental:**

Permit is required to use the pavilion for purposes of a funeral or interment services. The rental fee is \$100.00 for a two (2) hour period. Generally the Funeral Directors will schedule the rental period after the grieving family has decided to use the pavilion. (Bd. approved 10/31/2006) (Council approved)

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Historical Background for your information:

The El Reno Cemetery was created with the first burial in October 1889.

The Cemetery Board of three members was created February 2, 1906.

Currently there are five Cemetery Board Members.

Regular meetings are held at 4:00 p.m. on the second Thursday

In the months of January, April, July, and October.

EL RENO CEMETERY SCHNIDER PARK

was designated 2-05-2002 by the City Council. It is located Northwest of Block 31A, between Maple Street and Elm Street, West of the Main Entrance Gate, an area that could not be used for in-ground burials. The Park honors its creator, Don Schnider, who donated his ideas, time, effort, and finances to develop the area for the enjoyment of the Visitors to the El Reno Cemetery and the Citizens of El Reno.