

INTERMENTS

All reservations for requests for interment must be scheduled through Evanston City Hall at 1200 Main Street, Evanston, Wyoming, a minimum of 40 hours prior to any scheduled burial services.

No interment services will be permitted on Sundays. Additional fees will be charged for interment services held on weekends or holidays observed by the City of Evanston.

Not more than one body or the remains of one body may be interred in one burial space, except with the authorization of the City.

Vaults are required for all burials, and must be of concrete, fiberglass or metal construction.

Cremations may be placed on an occupied grave space upon authorization by the City. Interments for cremains must also be scheduled with the City of Evanston offices.

DISINTERMENTS

The City of Evanston reserves the right to require at least five days notice prior to any disinterment. Disinterments are only permitted during the months of May through September. No disinterment will be made on any Saturday, Sunday, or legal holiday, or on the day upon which any holiday is observed. All disinterments shall be done at the convenience of the City and must be arranged with staff at the Evanston City Hall. All legal requirements and costs are charged to the individual authorized to request the disinterment and must be paid before the disinterment is authorized.

LOTS PURCHASES AND SERVICE CHARGES

Applications for the purchase of cemetery lots, full payment, or other arrangements for the purchase of burial space must be made at the office of the City with the City Hall designee, in advance and prior to opening and closing, interment or disinterment.

BURIAL SPACES

Grave Space (perpetual care included)	\$ 550
Perpetual Care, each space	\$ 250
Grave Lot (8 sites, perpetual care included)	\$ 4,000

OPENING AND CLOSING COSTS

Weekdays	\$ 275
Saturdays & Holidays	\$ 500
Infants, 1 Year and Younger	
Weekdays	\$ 100
Saturdays & Holidays	\$ 175
Cremation	
Weekdays	\$ 75
Saturdays & Holidays	\$ 175
Disinterment	
Caskets	\$ 650
Cremains	\$ 200
Headstone Relocations Maximum	\$ 100

TRANSFER OF LOTS

No transfer or assignment of any burial space, or interest therein, shall be valid without the consent in writing of the City and recorded on the books of the City.

RE-PURCHASE BY THE CITY

If, for any reason, it becomes necessary for any burial space owner(s) to dispose of their interest in or title to any unused cemetery space(s), they may make application at the office of the City for re-purchase of their interest in or title to such unused space(s) at a price equal to 70%of the original selling price set by the governing body. The repurchase price will be paid by the City to the owner upon execution of a repurchase agreement conveyed to the City of Evanston. If single space is involved, the repurchase price shall be 60% of the original selling price.

CHANGE OF ADDRESS - OWNERSHIP

It shall be the duty of the burial space owner to notify the City of any change in mailing address. Notice sent to such owner at the last address on file at the City of Evanston will be considered the legal address on file.

PERPETUAL CARE

All lots or burial spaces shall be sold only with perpetual care. The term "perpetual care" used in reference to lots or burial spaces, shall mean the cutting and watering of grass at reasonable intervals, pruning of trees and shrubs and general preservations of the lots, burial spaces and grounds of the cemetery.

The term "perpetual care" shall in no case be construed as meaning the maintenance, repair or replacement of any gravestones, monumental structures or memorials erected on burial spaces, not planting of flowers, nor maintenance of any special work in the cemetery. Nor does it mean the reconstruction of any damages by the elements, common enemy, thieves, vandals, etc. other than herein provided.

GENERAL CARE

General care will be given spaces, which were originally sold without perpetual care, in order that the general beauty of the cemetery may be maintained. All work is performed and controlled by the City of Evanston.

All improvements or alterations of individual property in the cemetery shall be under the direction of and subject to the consent, satisfaction and approval of the City, and should they be made without written consent, or they become unsightly to the eye, the City shall have the right to remove, alter or change such improvements or alterations at the expense of the property owner.

ERECTION/PLACEMENT OF MONUMENTS - PERMIT

Workmen employed in erecting or placing monuments or other structures, or bringing materials into the cemetery, shall, as to the city, operate as independent contractors, and must notify and have authorization and be under the general supervision of the cemetery supervisor or designee. Headstone Permit must be obtained before marker is installed.

MONUMENTS & MARKERS IN CEMETERY

No memorial or grave marker will be allowed on any burial space until all costs have been paid in full, or a contract has been entered with the City of Evanston for the purchase of the space providing the terms of such payment for such space together with perpetual care.

Temporary grave markers are permitted for no longer than one (1) year.

A Headstone Permit must be obtained from Cemetery Supervisor BEFORE any headstone is installed. All headstones placed in the cemetery must have a four-inch concrete mow strip on all sides and be **flush** with the ground. Placement of headstones in the designated sections of the cemetery shall be regulated as follows. Please contact the Cemetery Supervisor before headstones are ordered or placed on grave.

(No headstones, memorials or monuments shall be placed in the cemetery from November 1 through May 1 of each year.)

- Public Section** (original section) **& Catholic Section**
Headstones may be placed that are of similar size and design of existing headstones. 38” wide, includes border.
- Masonic, Oddfellows and State Hospital**
Headstones may be placed that are authorized by the specific organization or that are of similar size and design of existing headstones. 38” wide, includes border.
- New Section**
Headstones placed on LOTS 1 to 100 and 172 to 380 must be of flat design and preferably flush with the ground. Headstones placed on LOTS 101-171 and LOTS 381 and up must be flat and flush with the ground. 43” wide, 80% of space, includes border.
- New Public Section & Red Mountain Section**
All headstones must be flat and flush with the ground and must all be facing the same direction (East). 43” wide, 80% of space, includes border.

All monuments, headstones and markers shall be of granite, marble, bronze or other noncorrosive metal. The bottom surface base of all monuments or markers shall be cut level and true. No coping, curbing, hedging, grave mounds, borders, enclosures of any kind or walks of any kind shall be allowed to be built or placed on any lot in the cemetery. The City reserved the right to remove the same without recourse, if so planted, erected or placed.

DECORATIONS OF GRAVES & MONUMENTS

Standard and Seasonal Non-Conventional Decorations may be placed on graves any time if they meet the following regulations:

Standard Decorations such as live, fresh cut, or artificial flowers, sprays, wreaths, containers and permanent vases

- May only be placed on monuments, (headstone) or within an area six (6") inches from all sides of the monument edge.

Seasonal Non-Conventional Decorations that are appropriate include, but not limited to, potted plants, hanging baskets, holiday decorations, toys, ornaments, windsocks, flags or any decoration that is hung or supported on tri-pods poles or posts:

- May only be placed on the monument or within an area six (6") inches from all sides of the monument edge.
- May not extend out beyond six inches (6") from all sides of the monument.
- Must be a minimum of twelve inches (12") off the ground, if hung or supported above the monument.
- May not be permanent or set in concrete. Only one (1) post is permitted per burial space. Alcohol containers of any kind are not permitted on a headstone.

Metal type vases must be set in concrete with a minimum six-inch border and within six inches of the monument or be an actual part of the monument. All vases must be inserted in the ground by the owner by November 1 of each year to prevent winter damage. Glass vases or containers of any kind are not permitted. Any decoration or material that is found to be hazardous or unsafe will be removed from the Cemetery.

REMOVAL OF DECORATIONS

Decorations will be removed one week after interment.

All seasonal and non-conventional decorations will be removed from all grave sites by April 1st of each year and discarded

- **ALL DECORATIONS INCLUDING METAL POSTS WILL BE REMOVED FROM ALL GRAVE SITES EACH YEAR, ONE WEEK AFTER MEMORIAL DAY**

The City reserves the right to regulate the method of decorating graves to maintain uniformity and beauty of the City Cemetery.

The City may remove any decoration, at any time. If decorations do not meet cemetery regulations, are in-appropriate, become unsightly, blow off monuments, interfere with routine mowing, maintenance or become a safety hazard.

CONDUCT WITHIN THE CEMETERY

Persons within the cemetery grounds shall use only the roads, drives or walks as thoroughfares, and no person shall walk on the grass, except if that is the only way to reach a lot, or a workman may use that space necessary to perform the necessary care or services in connection with the lot. Any people, while on any portion of the cemetery other than the roads, drives, or walks, are hereby declared to be trespassers and shall in no way hold the City liable for any injury sustained. No alcohol is permitted within the boundaries of the Cemetery and the open container ordinance is in effect.

VEHICLES

Vehicles shall not be driven though the cemetery at a speed greater than ten (10) miles per hour. At no time shall snow machines, all terrain vehicles or other recreational vehicles be permitted on the cemetery grounds. No overnight parking is permitted.

PROTECTION AGAINST LOSS

The City shall take responsible precautions to protect lot owners, and property rights of lot owners, within the cemetery from loss of damage. The City disclaims responsibility and shall not be liable for loss or damage caused beyond its reasonable control by the elements, vandals, thieves or other related causes.

DOGS, HORSES AND OTHER ANIMALS

Dogs, horses or any other animals shall not be allowed in the cemetery grounds. The owner or keeper of any animal which trespasses upon the cemetery grounds shall be liable for any damage done by said animal. The city shall not be liable for any damage done by animals and does not assume responsibility for keeping animals out of the cemetery grounds.

CEMETERY HOURS

Visitors are welcome on the cemetery grounds during the regular hours, sunrise to sunset.

EVANSTON CITY CEMETERY



GENERAL RULES AND REGULATIONS



The Evanston City Cemetery is owned and administered by the City of Evanston and managed by the Evanston Parks and Recreation District. Ordinance 88-7 and sections 8-1 through 8-18 of the Code of the City of Evanston, as amended, set all fees, conditions, rules, and regulations forth.

The rules and regulations in this pamphlet are condensed for the purpose of providing general information to the public.

For further information contact:

EVANSTON CITY HALL
1200 Main Street
Evanston, WY 82930
307-783-6300
or the
Cemetery Office 789-2049