

City of Rice Lake

Department of Parks, Recreation and Cemeteries 326 South Main Street
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CEMETERY RULES AND REGULATIONS FOR THE CITY OF RICE LAKE EFFECTIVE 1/1/2011

GRAVE PURCHASE FEES:

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|------------------------------------|-----------------|
| SINGLE GRAVE PURCHASE | \$350.00 |
| INFANT GRAVE PURCHASE | \$175.00 |
| CEMETERY DEED RECORDING FEE | \$ 30.00 |

MANAGEMENT

1. *Nora Cemetery and Orchard Beach Cemetery are owned and operated by the City of Rice Lake.*
2. *The City of Rice Lake's Parks, Recreation and Cemetery Director (PRC) is hired by the Common Council and is under its direction and the direction of the PRC Board during the incumbent's tenure as an employee of the municipality.*
3. *The PRC Director shall have general supervision and control of both cemeteries, including all private lots subject to the direction and approval of the Common Council and the PRC Board.*
4. *The PRC Department shall be responsible for the operating and maintenance of both cemeteries, including, but not limited to, the selling of all lots and graves, maintaining accurate records of all sales, and orders for work on all private lots.*
5. *All business shall be transacted through the PRC office including, but not limited to orders for work, bills paid, complaints, and lost and found articles.*

LOTS AND LOT SALES

1. *No lot shall be used for any other purpose than the burial of the human dead and the placing of appropriate markers as memorials.*
2. *Persons desiring to purchase a lot or grave shall call the PRC office or designated cemetery official to make an appointment. The director or staff shall assist those persons interested in making a grave selection.*
3. *When the lot or grave is paid in full, deed for the plot will be issued to purchaser by the City of Rice Lake.*
4. *The transfer of lots or parts thereof to another party must be reported to the PRC office before said party will be allowed to use the transferred property. No person shall be recognized as owner or part owner of a lot unless his or her name appears on the PRC records or they have proof that they are legal heirs.*
5. *The purchase of lots for the purpose of erecting a mausoleum or any above ground structure must be approved by the PRC Board and the Common Council.*

VISITOR RULES

1. *Cemetery visitors will be allowed in the cemetery from sunrise to sunset. Any person(s) found loitering on the grounds during closed hours will be subject to arrest.*
2. *All visitors are reminded that the cemetery is considered to be sacred ground for the dead, and that a strict observance of all properties due such a place will be required.*
3. *Any persons disturbing the tranquility of the cemetery by noise or other improper conduct will be asked to leave the grounds or be subject to arrest.*

4. *No animals (pets) will be allowed in either cemetery at any time. The only exceptions will be dogs solely used by the visually impaired.*
5. *No motor vehicles other than street legal vehicles will be allowed in the cemeteries at any time.*
6. *No motor vehicles shall be operated in the cemeteries in excess of 10 miles per hour*
7. *No motor vehicle will be allowed off designated roadways at any time with the exception of the cemetery officials, monument setters and vault company employees.*
8. *No picnics, parties or other similar gatherings will be allowed in the cemeteries at any time.*
9. *The City of Rice Lake or its employees assume no liability for property damage or acts beyond its ability to reasonably control during normal business hours.*
10. *The throwing of rubbish on driveways or plotted areas is strictly prohibited. There are receptacles for the sole purpose located in both cemeteries.*
11. *Law enforcement authorities and military personnel on official duty shall be the only persons allowed to possess weapons on cemetery property.*

PRIVILEGES AND RESTRICTIONS FOR LOT OWNERS

1. *Perpetual care of cemeteries which cover mowing, tree trimming, spring raking and noxious weed trimming will be assumed by cemetery employees only.*
2. *No persons, except cemetery employees or City authorized contractors will be allowed to disturb any grave marker or sod on any lot or grave.*
3. *All lot or grave owners wishing to make improvements must consult the foreman or cemetery official before any improvements are made.*
4. *The cemetery foreman or designated official reserves the right to enter upon any lot for the purpose of trimming or removing any tree or shrub as its affect upon the natural appearance of the cemetery in general. Trees will be removed when they deemed dead, diseased or detrimental to any adjacent lot, monument, walkway or driveway because of roots, branches or otherwise.*
5. *No tree or shrub shall be planted, removed, cut down or trimmed, within the border of any lot or grave, without the permission of the cemetery foreman or designated official.*
6. *All newly placed flowers whether real or artificial must be in above ground pot stands approved by a cemetery official.*
7. *Small pin type vases and other grave decorations will be allowed for placement on ground only if kept within one foot of grave markers. Said decorations will be allowed two weeks prior to Memorial Day and one week following Memorial Day. Following the final allowed date for such vases, cemetery officials will remove and dispose of those that are not in approved pot stands. People wishing to save decorations must remove them by that time. In no event will cemetery officials be responsible for items placed on any grave.*
8. *At no time will jars, tin cans, unsightly plastic containers or wire stands be construed as permanent decorations and allowed in either cemetery.*
9. *All objects not described above (including balloons, banners, food and beverages, knick-knacks, solar lights and lanterns, stuffed animals, wind chimes, or similar items not incorporated into a monument) are prohibited and subject to immediate removal.*
10. *Winter decorations will be allowed only if attached to the headstone directly or in an above ground stand. All winter decorations will be removed by cemetery officials on April 1st annually or shortly thereafter.*
11. *At no time will fences, barriers, retaining walls or any other obstructions be allowed in the cemetery at any time.*

BURIAL RULES

1. *No grave will be laid out or dug by anyone other than a designated cemetery official.*
2. *No interment shall take place without a Final Disposition (burial permit) and if applicable, a Cremation Certificate in place and with all laws having been complied with.*
3. *Two adult interments in one grave (one on top of another) will not be permitted. An infant child or cremains will be allowed at the foot end of an adult grave. Not more than (4) cremated remains are permitted in one grave space.*
4. *Interment will not be allowed unless in a cement or steel vault, excluding cremations.*

5. *No cremains shall be scattered on any lot or cemetery property at any time.*
6. *For convenience, safety and appearance, City will not allow any other equipment but its own or that of a vault companies to be used for a grave service.*
7. *A designated official is required to be in attendance at every interment.*
8. *Any structure, display or inscription placed on any lot deemed by the foreman or cemetery official to be offensive, improper or injurious to the appearance of the lot or grounds, the cemetery official shall have the right to enter such lot and remove offensive or improper objects.*
9. *As much notice as possible would be appreciated for interment orders to cemetery official. Minimum notice should be 48 hours prior in interment.*
10. *Fresh floral arrangements and floral pieces will be removed as soon as they become unsightly.*
11. *Any persons engaging in work while in the vicinity of a burial must suspend their labor during the religious service at the grave.*
12. *Disinterment of a body will not be made without proper authority in accordance with the laws of the State of Wisconsin. All permits must be presented to cemetery officials prior to disinterment so that proper arrangements can be made.*

MONUMENT RULES

1. *No monument, foundation or marker will be allowed to be placed on the lot unless the grave site is paid in full.*
2. *Monuments, grave markers and foundations will be set only by reputable monument companies according to the rules specified in these regulations.*
3. *All permanent headstones or footstones must have at least a 4" margin around the base of said stone. All monuments must be set in line with other monuments so far as possible as directed by the cemetery official or agents.*
4. *Stones or monuments once placed on their foundations shall not be removed except by permission of the cemetery official or agents.*
5. *All markers placed on the east end (foot end) of the grave must be flush to the nominal ground level. At no time will above ground markers be allowed on the east end of a grave.*
6. *All monuments shall be of good grade marble granite or bronze materials built by reputable companies. No vertical joints will be permitted as part of the monument structure. All foundations for monuments and other structures must be of sufficient depth into the ground in order to support it. No monument or marker shall be erected until the foundation has been approved by the cemetery maintenance foreman or designated official.*
7. *The City of Rice Lake reserves the right to refuse permission for the erection of any monument work not in keeping with the good appearance of the grounds.*
8. *Persons engaged in placing vaults, monuments or other structures are prohibited from attaching ropes, cables or chains to trees, shrubs or other structures within the cemetery.*
9. *Workmen engaged in placing stones or monuments shall provide suitable boards on the ground for the truck to run over. Immediately after the job is finished all boards, rubbish and excess dirt must be removed and the grounds left in good clean condition comparable to before the work had begun at the grave site.*
10. *While reasonable care will be given to protect monuments and markers, the City of Rice Lake will not be responsible for loss or damage to markers or monuments erected within the cemeteries CAUSED BY OTHER THAN CITY OFFICIALS.*

The City of Rice Lake reserves the right to change these rules and regulations.