

**CITY OF SHERIDAN MUNICIPAL CEMETERY POLICIES AND  
PROCEDURES**

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## **Introduction**

The City of Sheridan Governing Body, has adopted these Policies and Procedure for the purpose of providing the citizenry of the county reasonably efficient management, operation, and maintenance of the cemetery. The City of Sheridan reserves the right to establish additional policies and procedures governing the use of its facilities if conditions warrant. The business office of the Sheridan Municipal Cemetery is located at 1000 Ash Street, Sheridan, Wyoming.

## **Definitions**

**Burial:** The act or result of interment, entombment, or inurnment.

**Cemetery Administrator/Coordinator/Sexton:** Under general guidance and direction from the Parks Superintendent, performs administrative, supervisory, and skilled maintenance duties of the Sheridan Municipal Cemetery.

**Cremaains:** The remains of a person who has been cremated.

**Cremation:** The technical heating process that reduces human remains to ashes.

**Central or Family Marker:** A marker identifying the deceased of more than one plot.

**Deed:** A written instrument granting a right of burial per W.S. §35-8-201.

**Disinterment/Disinurnment:** The removal of a deceased person from a plot.

**Flat Marker:** A flat marker is one that is flush with the ground.

**Foundation:** A granite or concrete slab placed in the ground and leveled to support and stabilize a marker.

**Grave:** A space of ground in the Sheridan Municipal Cemetery intended to be used for the burial of human remains.

**Indigent:** A person who does not have the means with which a burial right can be purchased per Wyoming Statute.

**Interment:** The permanent disposition of the remains of a deceased person by cremation and inurnment, entombment, or burial.

**Inurnment:** Placing cremated human remains in an urn and placing the urn in a niche or in the ground.

**Lodge Cemeteries:** Private Cemeteries owned by fraternal lodges.

**Lot:** Numbered divisions as shown on the Official City Cemetery Map which consist of more than one adjoining plot.

**Management:** The person or persons duly appointed by the City of Sheridan for the purpose of conducting and administering the cemetery.

**Marker:** An identification tool made of stone that is placed upon a grave which contains information about the person buried in that particular space.

**Mausoleum:** An external, free-standing building constructed as a monument enclosing the interment space or burial chamber of a deceased person or persons.

**Memorial:** See the definition of Marker.

**Monument:** See the definition of Marker.

**Ownership:** Rights to burial in a plot. When a plot is deeded, the rights of the Owner are expressed or deemed to be subject to the City Ordinance and policies and procedures of the Sheridan Municipal Cemetery.

**Perpetual Care:** The general care and maintenance necessitated by the ordinary care which is provided at reasonable intervals within the budget limits of the cemetery. It includes the planting, cutting, watering, and care of lawns, and upkeep of buildings, walks, and roadways. It also provides for the care of trees, shrubs, and flowers planted by the cemetery personnel. Perpetual care does not provide for maintenance markers, decorations or flower vases.

**Plot Owner:** The person or persons who holds the "deed" to a given cemetery plot as recorded in the City cemetery records.

**Plot:** An area of sufficient size within a lot which is designated by the Official City Cemetery Map to accommodate a burial.

**Resident:** Any person currently residing within the incorporated limits of the City of Sheridan or residing within the incorporated limits of the City of Sheridan immediately prior to death.

**Sexton:** The Administrator of the Sheridan Municipal Cemetery.

**Urn:** A container used for cremated remains.

**Vault:** A permanent, sealed, outside container of grade better than a two-piece box which is located within a grave.

## SECTION I

### Responsibilities of the Sheridan Municipal Cemetery

In general, the responsibilities of the administration are to manage, operate, and maintain the cemetery in a manner that will best serve the residents of Sheridan County in accordance with its established mission and values; which are: To provide our community with a peaceful, dignified, final resting place for loved ones, and to maintain and enhance the beauty of our entire cemetery.

The cemetery grounds belonging to the City shall be known as "Sheridan Municipal Cemetery". The cemetery shall be part of the municipal park system, under the supervision of the Director of Public Works, and subject to the policies and procedures adopted by the City Governing Body.

#### A. Responsibilities of Designated Staff and Professionals

1. Provide services for the final disposition of human remains and perpetual care for all plots in the cemetery.
2. Operate and maintain the cemetery's fiscal, financial, and budgetary requirements for the benefit of the residents of Sheridan County in a manner that the City Governing Body deems appropriate and in accordance with applicable Wyoming State Statutes.
3. Authorize disinterment/disinurnment. Detailed rules for this procedure are set forth in this document.
4. Issue Permits for the setting of markers.

## SECTION II

#### A. Hours of Operation

1. **Office Hours** – The cemetery office will be open from 8:00 a.m. to 2:00 p.m. Monday through Friday. The cemetery office will be closed 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

\* 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 Sexton.

### SECTION III

#### A. Burial Rates

##### ADULT BURIAL PLOT

Full Burial Plot resident of City	\$600.00
Full Burial Plot non-resident of City	900.00
Open and Close	450.00
Open and Close Saturday	700.00
Seasonal Fees	100.00

##### FETUS BURIAL (Valley View Addition)

Fetus Burial Space	No Charge - Donated by City of Sheridan
Open and Close	\$30.00

##### BABY AND CHILD BURIAL (Valley View Addition) (AGE 0-3 years)

Baby and Child Burial Space	No Charge - Donated by City of Sheridan
Open and Close	\$30.00
Open and Close Saturday	50.00

CREMATION BURIAL  
(ALL AGES)

Cremation Space	\$300.00
Open and Close	\$150.00
Open and Close Saturday	\$225.00
Seasonal Fee	\$50.00

Disinurnment	\$3,000.00
Disinterment	\$5,000.00

\*Rates may be adjusted from time to time by the City of Sheridan Governing Body\*

\*\* Cremation Opening and Closing may be waived by the Sexton if the opening and closing is performed by the family\*\*

**SECTION IV**

**A. Cemetery Plots, Lots and Deeds**

1. **Reservation of Burial Plots** – Plots or other cemetery products may be reserved with a 20% non-refundable down payment at time of reservation. Reservations must be paid in full within ninety (90) days. After ninety (90) days, any item not paid in full will result in the forfeiture of the down payment and the plot or product being returned to open inventory. Any amounts paid in excess of the required non-refundable down payment, will be refunded in full. The final sales price of any reserved plot shall be the price established at the time of reservation.

2. **Plot Purchase** – Plots may be purchased from the City Clerk. The Clerk shall create a purchase application form which shall include the necessary information to issue the cemetery deed.

3. **Nature of Plot Ownership** – Ownership of a cemetery plot consists of the right of interment. Plots are exempt from property tax assessments and taxation. The receipt and record of ownership of plots shall be maintained in the records of the City of Sheridan Clerk's Office. The sale, transfer, or assignment of any plot is governed by City Ordinance. Any person claiming to own a plot whose name is not on the Deed, shall be required to execute and complete an Affidavit of Ownership. The City Clerk shall provide the Affidavit of Ownership. Should there be any dispute as to ownership, the City Clerk shall follow the procedures provided by City Ordinance. No burial will be allowed without proof of ownership or right of burial.

4. **Subdivision of Plots** – A cemetery plot cannot be divided or subdivided into smaller portions.

5. **Transfer of Plots** – No sale, transfer, or assignment of a plot or ownership therein shall be valid unless allowed by Ordinance and recorded at the offices of the City of Sheridan Clerk.

6. **Unwanted / Unused Plots** – The City may at any time purchase unwanted or unused plots from any individual holding title. The buyback of unused/unwanted plots will be for the amount of original purchase.

7. **Cemetery Deed** – Ownership of plot(s) within the cemetery, shall be evidenced only by a Cemetery Deed or as allowed by City Ordinance.

a. For deeds issued after \_\_\_\_\_, 2020, up to five (5) people may be listed on the Deed as authorized people for burial pursuant to City Ordinances and these Policies and Procedures. Deeds will not be transferable or assignable.

b. Deeds issued before \_\_\_\_\_, 2020, shall be assignable and transferable. If the deeds have been assigned or transferred, the claimant shall execute an Affidavit of Ownership. Rights of burial shall be governed by City Ordinance and the City Policies and Procedures.

8. **Property Declared Abandoned** – The City may, after a period of fifty(50) years with no contact of the owner of record regarding any unused plot in the cemetery, declare it abandoned and place it back into available inventory. The procedure for declaring a plot abandoned shall be per W.S. § 35-8-212.

## SECTION V

### A. Interments/Disinterments/Disinurnments

All interments made in the Sheridan Municipal Cemetery will be made in accordance with the policies and procedures approved by the City Governing Body and the regulations and laws of the Wyoming Department of Health and Wyoming Statute.

1. No interment or burial service will be allowed on Sundays or on any days listed below. For burials on legal holidays approval must be granted by the Sexton.

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



\* 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 shall be permitted after 2:00 p.m. from November 1st through March 1st, or after 3:00 p.m. March 2nd through October 31st, subject to the discretion of the Sexton.

3. Saturday burials, not emergency in nature, shall be occur between the hours of 10:00 a.m. and 1:00 p.m.

4. Exceptions to paragraphs one (1) and two (2) above may be granted by the Public Works Director. Exceptions may include but are not limited to a contagious disease, emergency health reasons, or for a direct burial requested by a family for religious or cultural reasons. Should an emergency burial be necessitated on a weekend or holiday, extra charges will be levied. Such charges may include but are not limited to costs for City 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 Sheridan Municipal Cemetery Sexton or his/her assistant.

5. There shall be a two-hour interval between services scheduled on the same day.

6. The Sexton may at his/her discretion, waive the two-hour interval between times of arrival of funeral processions.

7. **Arrangement of All Burials Requires 48 Hours' Notice.** No burial shall be allowed until after a 48-hour notice is provided to the Sexton. The 48-hour notice is defined as the period of time between the notification to the Sheridan Municipal Cemetery of the death, and the scheduled time of the funeral. The requested time of service, the location, payment for the burial space, excavation of the grave site, and payment of cemetery fees must be finalized prior to burial. Funeral directors and/or families wishing to schedule a funeral on a Monday or Tuesday need to contact the Sexton or the employee on call. All area funeral directors will be notified of the telephone numbers of the Sexton and employee on call. If the requested time cannot be met, the Sexton or designated employee will notify the funeral director and/or the family..

a. The 48-hour rule may be waived by the Sexton for emergency, religious or cultural reasons.

8. **Interment Notices** – Funeral Homes, or any person requesting a burial of any kind, must submit to the Sheridan Municipal Cemetery a complete and accurate 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.

9. State law requires that a standard Burial Transit Permit be provided before any deceased person may be buried. If such permit is not in the possession of the Administration at the time scheduled for interment, there shall be no burial. Permits MUST accompany the deceased to the cemetery.



10. All costs pertaining to interment must be paid prior to the burial. If the selection of a plot is necessary, the family shall select from the available plots and then select the burial space if necessary. If the family has already purchased the plot, the family shall select the burial space if necessary. Such selection can be done in the Cemetery Office. The Sexton will explain all cemetery charges involved in the burial. Should the deceased or a family member not be designated as the owner of the plot but the family claims ownership, the claimant shall be required to complete an Affidavit of Ownership. If there is a dispute as to ownership, the City Clerk shall resolve the dispute according to City Ordinance.

11. All plots, excepting infant plots located in Valley View Addition, are limited to:

- a. 1 casket and up to 4 cremains; or
- b. 5 sets of cremains; or
- c. Infant plots (under the age of 3) are limited to one remains and one cremains or a total of two cremains.

12. Stacked Burials are not permitted in the Sheridan Municipal Cemetery.

#### **B. Fetal Demise**

1. It shall be the policy of the Sheridan Municipal Cemetery 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:

- a. The City of Sheridan shall make available non-deeded plots in Valley View Addition at no charge.
- b. Lots in the Valley View Addition will be used sequentially starting with the next available plot.
- c. 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.
- d. 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.
- e. All fetal demises shall be contained in an appropriate container that prevents the loss of bodily fluids.
- f. Fetal remains from an approved health care organization shall be accompanied by a signed Chain of Custody Body Release Form signed by both Cemetery and Hospital personnel.

- g. Fetal remains released to the Cemetery from an approved health care organization 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.

### C. Disinterment and Disinurnment

1. A Disinterment Permit (removal of a deceased human body or cremains) must be obtained from the local registrar by the next of kin or other authorized person. Disinterment or disinurnment shall be done subject to the following requirements:

- a. The Sexton may authorize disinterment and disinurnments at his/her discretion upon receipt of the proper paperwork. The Sexton will designate the time for the requested disinterment/disinurnment to take place. Disinterment/disinurnment shall be done during regular working hours.
- b. A casket disinterment shall cost \$5,000.00. An urn disinurnment shall cost \$3,000.00. Casket disinterment may result in additional expense to the requesting party, 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.
- c. 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.
- d. All fees must be paid in full prior to scheduled service.
- e. All disinterments and disinurnments shall be required to follow all City Ordinances, Wyoming Department of Health Regulations and Wyoming State Statute.

## SECTION VI

### A. Decoration of Lots and Burial Spaces

1. The Sheridan Municipal Cemetery has no objection to a family or any authorized individual decorating or beautifying a grave, **provided that permission is first sought from the office of the Sheridan Municipal Cemetery and such decoration or beautification are within the Cemetery's policies.**

2. All improvements, alterations, changes, or decorations of individual property in the Cemetery shall be under the direction of the Sexton and subject to his/her consent. At any time, in the judgment of the Sexton, should the decorations, improvements, or changes become unsightly to the eye, detract from the overall beauty of the cemetery, become damaging to the grass, interfere or complicate the normal grounds maintenance, or be unauthorized, the Sexton shall have the right to remove, alter, or change such improvements, alterations, changes, or decorations.



3. **Temporary Decorations** – Any decoration not displayed in a permanent vase or receptacle shall be considered temporary in nature (i.e. flowers placed in ground, plastic vases stuck in ground or leaning on marker, or loose on graves, etc.). Temporary decorations should be placed adjacent to the sides of markers. **In general, all temporary decorations, shall be allowed from December 1<sup>st</sup> to March 1<sup>st</sup> for up to two (2) weeks. Any decoration becoming unsightly may be removed at any time by the cemetery staff.** Temporary decorations may include but are not limited to:

- 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. 1st to Mar. 1st.
- d. Memorial Day Decorations – Will be removed by cemetery personnel for disposal two (2) weeks after Memorial Day.

4. **Permanent Decorations** – Permanent vases for the display of live and artificial flowers must meet the following criteria:

- a. The vase(s) must be set with a minimum of three inches (3”) of border and must be an integral part thereof. Under no circumstances shall the installation of a vase(s) cause the marker to exceed the maximum allowable width of a marker.
- b. Such vase(s) must be installed by an approved marker company at the owner’s expense or as approved by the Sexton.

5. **Permanent / Live Plantings** – The planting of live bushes, trees, and plants may only be done by cemetery personnel and with permission from the Sexton. No trees shall be allowed to be planted inside the border of a cemetery plot/lot. Flowers, bulbs, and small bushes may be planted within permanent planters. No flowers, bulbs, or small bush plantings are allowed on any side of the marker. Trees and large bushes may be planted only in approved areas where no underground encumbrance is known to exist. Any permanent or live planting shall be deemed to be the property of the City once installed or planted. Any permanent or live planting may be removed by the City at any time if the Sexton finds it is necessary for the benefit of the cemetery.

6. **Not Permitted** – The placing of boxes, shelves, stones, toys, mulches, crushed aggregate, stuffed animals, pinwheels, metal designs, ornaments, chairs, shepherd's hooks, settees, glass, urns, flower pots, or flower planters, solar lights, wood fence, metal cases, small objects, or figurines or other items similar in nature that are not permanently secured to a concrete base or marker on plots, shall not be permitted.

7. **Liability** – The Sheridan Municipal Cemetery and the City of Sheridan shall not be liable for any lost, misplaced, or broken flower vases used in the decoration or beautification of spaces by individual owners, nor liable for damages by the elements, thieves, or vandalism.



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

## **SECTION VII**

### **A. Markers**

1. No memorial or grave marker will be permitted on any burial space until the space has been fully paid for, a deed issued for the plot, and a permit for the placement of a marker has been issued by the City.

2. Only one central or family marker shall be allowed on a plot.

3. Up to five (5) markers for each burial space will be permitted. (headstone and/or flat grass markers).

4. All markers for each burial space in the cemetery shall be placed on the west side of the plot and face east. For plot(s) with any existing marker(s) that are not placed in the traditional manner, the family may set remaining markers on that plot to match already existing markers to maintain a uniform appearance. The Sexton may waive this requirement if necessary, for the benefit of the cemetery.

5. No plot owner shall erect or place or cause to be erected or placed on any plot any memorial or marker that does not conform to the City's policies and procedures.

#### **6. Placement and Construction:**

a. Any marker in the cemetery must be set on a concrete foundation or approved material. The foundation may be poured in place or be pre-cast. All grave markers must be centered on the foundation.

b. The foundation shall extend three inches (3") beyond the ends of the marker in all directions. The foundation shall be level and flush with the ground surface. The foundation shall be twenty-four inches (24") in width and four inches (4") thick. Foundations shall not exceed a maximum length of five feet (5') for a single marker or a maximum length of eight (8') feet for a double marker.

c. The foundation shall be parallel to and flush with the ground surface.

i. The front of the foundation shall be set on a common base line located by cemetery personnel.

ii. Foundations shall not exceed a maximum width of five feet (5') for a single marker or a maximum length of eight (8') feet for a double marker.

- iii. All graves may be marked and identified by grave markers which shall be made of stone, concrete, or metal, and which shall not exceed eighteen inches (18") in width and fifty-four inches (54") in length for single graves, or ninety inches (90") in length for double graves.
- iv. Any marker set in the Sheridan Municipal Cemetery must meet the cemetery requirements. A foundation may not extend beyond the established foundation line in excess of one quarter inch (0.25").
- v. Markers may not exceed thirty-six inches (36") in height in the following areas of the cemetery: Sections 61, 62, and 70 through 105.
- vi. Markers may not exceed forty-eight inches (48") in height in Juniper Heights. The Public Works Director may require prior written approval of all installation of marker bases and markers if deemed necessary to achieve the intent of these policies.
- vii. Markers may be constructed to match an existing marker in the following areas of the cemetery: Sections 1 - 60, A, B, E, F, G, H1, H, I, O, P, Q, R1, R, and S.
- viii. Any markers, other than the identifying grave marker, which are placed upon the grave shall be set flush with the ground surface.
- ix. All work done by marker companies in the Sheridan Municipal Cemetery will be inspected by cemetery personnel for conformance to the cemetery's regulations governing their work. If a company is found to not be in conformance, they must correct the deficiency or remove the marker. All debris, including grass, sod, and dirt, must be removed from the site and will be permitted to be placed around the foundation.

7. **Cremains Marker** – Markers for cremains will be allowed as long as they are placed at the head or foot of the plot. Additional markers for additional interments of cremains in the same burial space will require grass markers, level, and one end flush with the ground surface. The precast for said marker shall extend a minimum of three inches (3") from all sides of stone. This will include the cremains section of Juniper Heights.

8. **Benches** – Benches may be installed at the head of a plot. 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 foundation and facing requirements for markers. No metal or wood benches will be allowed.

9. **Infant Markers** – Markers in the infant section, Valley View Addition, shall be centered on a concrete base, the maximum dimension of which will be twenty-four inches (24") by thirty-six inches (36") and will extend a minimum of three inches (3") from the stone on all sides. The maximum height for a marker in the Valley View Addition shall not exceed twenty-four inches (24") in height. All other marker requirements per paragraph six (6) shall apply.

10. **Military Markers** – The foundation for military markers shall not exceed eighteen inches (18") by thirty (30") inches and may be precast or poured in place. All other marker requirements per paragraph six (6) shall apply.



11. The City shall exercise due care to protect the lettering, carving, or ornaments on any marker, or any other authorized structure on any plot in the cemetery. The City shall not be responsible for damage caused to these structures.

12. No coping, curbing, hedge, grave mounds, borders, enclosures, or walks will be permitted on any plot in the cemetery.

13. The use of tiles, bricks, gravel, crushed rock, oyster shell, cinders, or other similar materials on any plot in the cemetery is strictly prohibited. Any such materials used may be removed by the Sexton without notice to the owner.

14. Upon the approval by the Sexton, plot owners may hire a commercial cleaning company to clean headstones/markers. Prior to approval, the plot owner and commercial cleaning company shall provide the Sexton with a written waiver of liability. Commercial cleaners must maintain liability insurance and be approved to perform cleaning services in the cemetery. Markers may be cleaned by family members or owners without notice to the Sexton. Cemetery personnel will not provide cleaning chemicals to the public.

## SECTION VIII

### A. Vaults and Outer Burial Containers

1. All burials, except for infants and cremated remains, shall be in permanent-type grave liners constructed of concrete, fiberglass steel, polypropylene, or other methods approved by the Public Works Director or designee.

2. All vaults are to be installed by the supplier or mortuary personnel. The installation includes the proper placement of the lowering device and when appropriate, a tent shelter.

3. Installation of concrete vaults must conform to the following procedure:

a. 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.

b. 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 Sexton, or his/her authorized representative, must be present at all times while the installation is taking place.

c. If for any reason the activities of the supplier create a necessity for cemetery personnel to work overtime, the supplier will be responsible for the cost of the overtime.



**SECTION IX**

**A. Grounds of Sheridan Municipal Cemetery** – If any family of a deceased person or any organization or entity wishes to use the cemetery grounds, they may do so by contacting the Sexton and obtaining permission.


1. The grounds may be used for memorial services, committal services, graveside services, or other uses at the discretion of the Administration.
2. There will be no charge for any of the above scheduled uses. Any person or organization using the grounds shall provide a \$200 refundable cleaning/security deposit. Parties using the grounds are responsible for cleanup of after use.
3. The hours of availability of the grounds are from 8:00 a.m. to 5:00 p.m. Monday through Friday. If a funeral is scheduled on Saturday, arrangements must be made with the Sexton and an overtime charge for the attending cemetery personnel shall be assessed. If more than one request for use of the grounds is received on any single day, the Sexton is responsible for scheduling such use.
4. All use of the grounds including for memorial services, committal services, and graveside services must be scheduled in advance with the Sexton.

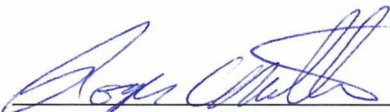
**SECTION X**

**A. Lodge Cemeteries**

1. "Lodge Cemeteries" include the following: Eagles, Elks, Mason Lodge #43, and Mason Lodge #8.
2. Lodges shall enter into a maintenance and management agreement with the City concerning their respective areas of the cemetery.
3. City policies and procedures shall applicable to all Lodge Cemeteries upon transfer to the City.

APPROVED THIS \_\_\_\_\_ DAY OF MARCH, 2020 BY THE CITY OF SHERIDAN GOVERNING BODY.

  
\_\_\_\_\_  
Attest: City Clerk

  
\_\_\_\_\_  
Mayor Roger Miller

