



Cemetery Rules and Regulations

Oak Hill • Memorial Park • Maple Grove • Natural Burial

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Mailing: Parks, Recreation and Culture, 1141 Massachusetts St., Lawrence KS 66044

Oak Hill Cemetery
1605 Oak Hill Avenue
Lawrence, KS 66044

Memorial Park Cemetery
1517 E. 15th Street
Lawrence, KS 66044

Maple Grove Cemetery
1710 N. 3rd Street
Lawrence, KS 66044

Purpose: To provide a well-maintained, respectful final resting place with perpetual care.

A. DEFINITIONS

For the purposes of this document, the following definitions apply:

- Bench: A functional, yet deeply symbolic, memorial.
- Columbaria: Free-standing walls that contain recessed niches specifically designed to hold cremation urns.
- Headstone: A memorial placed specifically at the head of a burial plot. Also known as a gravestone or marker, these display the deceased's name, birth/death dates and optional epitaphs.
 - a. Flat Markers: Slab-like, flush-to-the-lawn memorials that are easy to maintain and sit level with the grass.
 - b. Slant Markers: Monuments with a gently angled face that offer good visibility while keeping a low profile.
- Mausoleum: An above-ground, freestanding building designed to entomb caskets or house cremation urns. They can be private (for a single family) or public (community buildings).
- Monument: A large, multi-piece structure erected above a grave as a tribute. They are usually highly visible and offer extensive space for engravings, statues and symbolism.
- Statues: Sculptural art, such as crosses or angels, personalized to reflect the deceased's passions or faith.

B. LOTS

- Lots are for **human burial only** and include perpetual care (grading, seeding, turf upkeep).
- Boundaries may be marked with **flat** corner posts (flush with ground).
- Application for lot transfer must be completed, **notarized** and recorded with the Cemetery Administration (\$35 fee).
- Application for disinterment must be completed, **notarized** and recorded with the Cemetery Administration. No disinterment on Saturdays, Sundays or City holidays.

C. GRAVE ITEMS

To maintain safety and appearance, Cemetery Staff will remove decorations outside the approved border or on headstones during the **first full week of June**, following Memorial Day. Non-floral items will be held for one month and may be retrieved from Cemetery Staff.

The cemetery reserves the right to remove, **without notice or consent**, any planting, decoration or other item placed on or around an interment space that is determined to be improper, deteriorated, hazardous to people or equipment or that interferes with maintenance.

1. Borders

- Borders around grave markers are permitted in Oak Hill and Maple Grove cemeteries in sections where upright markers are allowed.
- Permitted border materials include metal, plastic or stone edging.
- Borders must be installed no more than 6 inches from the base of the marker.
- Borders must enclose three sides of the property surrounding the main grave marker or monument.
- Border height must not exceed 4 inches above ground level.
- Borders are not permitted on secondary markers, including secondary burial markers and veterans' markers.
- Acceptable filler materials between the border and the grave marker include mulch, pebbles, rocks, gravel or granite chips.
- **Borders are not permitted** in Memorial Park Cemetery or in Oak Hill Cemetery's Veterans Section, Natural Section and Section 16.

2. Floral

- Floral decorations are permitted graveside in all cemeteries.
- Decorations must be placed no more than 6 inches from the grave marker.
- Decorations must be placed on the side of the marker facing the burial site.
- Cemetery staff will remove any items placed or moved outside the designated 6 inch area.

3. Shepherd Hooks

- One metal shepherd hook is permitted per plot in Oak Hill and Maple Grove Cemeteries (single or double hook types).
- Maximum height is 5 feet.
- Hooks must be placed within 6 inches of the marker.
- Each hook may hold no more than one item (flower basket and/or wind chime), depending on whether it is single or double.
- For double hooks, each side may hold one item; single hooks may hold one item total. No additional items may be attached to the shepherd hook.
- Cemetery staff will remove shepherd hooks if flower baskets are removed or flowers are no longer viable.
- Hooks may also be removed at any time if located in a prohibited area.
- Shepherd hooks **are not permitted** in Memorial Park Cemetery or in Oak Hill Cemetery's Veterans Section, Natural Section and Section 16.

4. Personal

- Personal items are permitted graveside, provided a border is installed.

- All items must not exceed 12 inches in height and must be placed inside the approved border wall.
- National, state or organizational flags of 8 inches by 12 inches are permitted if they comply with all guidelines.
- Decorations must be placed on the side of the marker facing the burial site, between the border and the edge of the main grave marker or monument.
- Cemetery staff will remove any items placed or moved outside the designated border area.
- Non-floral items will be retained for one month and may be retrieved by family members through cemetery staff.
- Permanent decorations must be securely installed on the headstone foundation.

5. Memorial Day

- Graveside decorations may temporarily exceed standard rules in observance of Memorial Day.
- Provided there are no safety concerns or encroachment on adjacent grave spaces, decorations may remain in place during the week before and the week after Memorial Day.

6. Prohibited

- Glass items, chairs, benches, solar lights, loose vases or urns, banners and “decorations on a stick” are not permitted.
- Decorations may not be placed on trees or shrubs.
- Decorating plots or areas with no burials, as well as spaces behind markers, is not permitted.

7. Neglected

- Memorial Park will undergo a full clean-up sweep, with all items removed during the **first full week of March**.
- Oak Hill and Maple Grove will have items outside of the border removed during the **first full week of March**.
- Cemetery crews may remove decorations at their sole discretion.
- Decorations may be removed when they are dead, faded, broken, neglected, abandoned or otherwise deteriorated, including artificial flowers in poor condition.

8. Plantings / Donations

- Trees, shrubs and plants may be planted only with Director of Parks, Recreation and Culture or designee approval; **unhealthy plants will be removed**.
- Trees, shrubs, plants, benches and other items donated to or planted in the cemetery **become property of the City**. All such items are subject to applicable cemetery rules and regulations.

D. INTERMENTS

- **Cemetery fees must be paid no later than 48 hours before the scheduled service time.**

- Each lot may accommodate one full burial and one cremation or two cremations. Open and close fees apply to each interment.
- Price list available at lawrenceks.gov/lprd/parks/cemeteries.
- Disinterment cannot be performed for individuals interred through the Kansas University Medical Center Willd Body Program (Uniform Anatomical Gift Act) due to the burial method used.
- Vaults must be ordered through the funeral home.
- All burials require a concrete or metal vault, except infant burials using a wooden box.
- Vault installation may only be performed by approved personnel.
- Urn vaults are not permitted.
- The cemetery **does not provide** tents, chairs, mats or lowering devices.
- Interments and cemetery services **are not permitted** on Sundays or City holidays.
- Full-body interments in the Oak Hill Natural Section are not permitted on Saturdays.
- Mausoleum and columbaria services are not permitted on Saturdays.
- “Co-mingling” of cremated remains is allowed. Up to 2 memorials per grave allowed (1 flat + 1 upright)
 - “co-mingling” is defined as the intentional placement and combination of cremated remains from two or more individuals into a single urn or container for interment within one grave or burial space.
- Indigent burials are available for Douglas County residents who are City of Lawrence residents with evidence of indigency or financial need. The Director of Parks, Recreation and Culture or their designee, may review claims to determine eligibility. If approved, the City will select a burial space and provide grave opening/closing service. Burial services are limited to Monday–Friday at 11:00 a.m. and are graveside only. The Kansas public assistance programs listed below do not, by themselves, automatically qualify a person for free burial assistance.
 - Enrollment in **Medicaid / KanCare**
 - Receipt of **SNAP (food assistance)**
 - Receipt of **TANF (cash assistance)**
 - Eligibility for or receipt of **SSI (Supplemental Security Income)**
 - Receipt of **SSDI with low-income status** (not always sufficient alone, but often supporting)
 - Participation in **LIEAP (Low Income Energy Assistance Program)**
 - Verification of **no assets or insufficient estate funds** (bank accounts, insurance, property)
 - Determination of eligibility by a **county social services office or DCF caseworker**

E. MONUMENTS / MARKERS

- All above-ground mausoleums, monuments, headstones, benches and other permanent memorials must be made of **first-quality granite and/or bronze from recognized monument suppliers**; materials such as marble, limestone, crystalline stone, concrete and similar materials are not permitted.
- Monument installers may not attach ropes to trees or shrubs, scatter materials on adjoining spaces or leave materials on the ground longer than necessary.
- Up to 2 memorials per grave allowed (1 flat + 1 upright).
- All markers in Memorial Park Cemetery and in Oak Hill Cemetery's Veterans Section, Section 14A, Section 16 and Section 22 must be installed **flush with grade**.
- No benches are allowed in Memorial Park Cemetery and in Oak Hill Cemetery's Veterans Section, Section 14A, Section 16 and Section 22.
- The City of Lawrence may reset any bevel or ground-level monuments that negatively affect the appearance of the grounds or interfere with lot maintenance.
- Any monuments or memorials placed on a grave with an existing above-ground monument must be at ground level.
- Any bench with a name is considered a monument or memorial.
- Oak Hill: All spaces are 5 feet wide, a width on a marker will not be greater than 48 inches. Double markers will be no greater than 80 inches for two spaces.
- Memorial Park: All spaces are 40 inches wide. The marker will not be greater than 30 inches. Double marker for two graves shall not be greater than 60 inches.
- Infant markers in all cemeteries are not to be larger than 20 inches x 20 inches.
- Bevel markers are not allowed.
- All markers must be flush with the grass or set on a 6-inch granite base.
- All slabs or collars for government markers, benches, bronze markers and similar items must be granite. Concrete is not allowed.
- Each grave space is allowed up to two memorials. Unless otherwise specified, this may include one above-ground monument and one flat marker placed at the center of the grave. The flat marker must be flush with the turf. In Memorial Park Cemetery, all memorials must be flat and flush with the turf.
- In Memorial Park Cemetery, all granite memorials and bases for bronze memorials must be between 4 and 6 inches thick.
- All photos of people or objects must be permanently integrated into bronze or granite markers. Photos attached separately or covered with glass or metal are not permitted.
- City cemetery staff will not place temporary grave markers.
- Temporary grave markers must consist of a metal stake with a protective nameplate window displaying the deceased's name.
- Temporary grave markers may remain at the grave site for up to one year.

FOUNDATIONS

- Installers must hold **\$100,000 insurance**. **Proof of insurance must be on file at the Administration Office prior to work beginning.**
- Installers **must notify the cemetery office by phone at least 24 hours** before installing foundations.
- Headstones will be set by the monument company the same day they are delivered.
- Must be **solid masonry/concrete**, ≥ 12 inches deep, **below frost level**, wet-set and at least the same size as marker.
- Foundation resets may be performed by cemetery employees under the direction of Cemetery Staff.
- Private installers **shall** follow all rules and regulations outlined in this document.
- Flags marking grave site may remain in place for up to **5 days**.
- Installers are responsible for cleanup and removal of excavated dirt to the satisfaction of cemetery staff.
- Prior approval is required for delivery vehicles to enter cemetery sections.

F. VETERANS' PLOTS

Oak Hill: Burial in the Veteran Section at Oak Hill Cemetery is limited to individuals with proof of an honorable military discharge. Family members are not eligible for burial in this section. Grave spaces are free, but families must pay opening and closing fees, foundation work and installation of the government-issued granite marker. **Only granite markers** are permitted in this section.

Memorial Park: Burial in the Park A Section is limited to individuals with proof of an honorable military discharge. Grave spaces for veterans are free. Family members may be buried in this section at the regular grave space fee. Families are responsible for opening and closing fees, foundation work and installation of the government-issued marker. **Only granite or bronze markers** are permitted in this section.

G. NATURAL BURIAL (Oak Hill Section 21)

- Kansas' first natural burial area opened in 2008.
- All burial and plantings in the Natural Burial Section must be performed by Parks, Recreation and Culture staff.
- **No full body interments on Saturday.**
- Disinterment is not possible for Natural Burial interments due to the nature of the burial method.
- Biodegradable materials only — no embalming, metal or concrete. Cremated remains may be buried directly.

- Only natural flat rocks or boulders with engravings are permitted as markers. No cut, polished or machined monuments are allowed.
- Only native plants, flowers, grasses and approved trees are permitted. Trees may only be planted on the deceased's grave space and all planting must be done by City staff.
Plantings require Horticulture Division approval.
- Artificial decorations, shepard hooks, figurines, glass, ceramic and similar decorations are not allowed.
- Graves will be machine-dug to a minimum depth of 5 feet.
- City staff will assist with lowering using biodegradable materials and ropes. Funeral homes may provide a tent.
- Funeral attendees may help hand shovel the first portion of the grave. City staff will provide shovels and complete burial as needed using equipment.

H. MAUSOLEUMS

- Only approved permanent vases are allowed. No tape, wire or freestanding easels.
- Bronze plaques/letters only unless otherwise approved by Cemetery Staff. All fittings, decorations, urns, inscriptions and nameplates for crypts or niches require Cemetery Staff approval.
- Remains must be in an approved, sealed casket or container.
- All remains placed in mausoleums must be in a casket or other container approved by Cemetery Staff. The container must meet cemetery standards and may be required to prevent leakage of fluids and odors.

I. VISITOR CONDUCT

- Cemetery open from **dawn to dusk**.
- Visitors shall behave in a manner consistent with the solemn nature of a public burial ground.
- Per Lawrence city ordinance number 9715, all dogs must be on a leash under the physical control of their keeper.
- Per Lawrence city ordinance number 9615, pet owners shall clean up after their pet(s).
- Trespassers or violators may be removed.
- Driveways are **not public roads**.

J. MODIFICATIONS

- Rules and Regulations may be amended or temporarily suspended at the discretion of the Director of Parks, Recreation and Culture or their designee.
- Printed copies of the Cemetery Rules and Regulations are available at the Administration Office.