

City of Washington

Elm Grove & Woodlawn Cemeteries

(Non-Perpetual Care Cemeteries)

Rules & Regulations

Effective 10/1/2021

Cemetery Cleanup

Spring cleanup of Winter/Christmas decorations begins March 1, each year weather pending.

Memorial Day cleanup begins June 15, each year. All flowers and decorations (on the ground) will be picked up at this time with the exception of shepherd's hooks, military markers, and planted and potted flowers (that are alive).

Advertisement of cemetery cleanup will be in Washington Evening Journal, posted at cemetery office, information kiosk in Elm Grove, City Hall, and City of Washington website (www.washingtoniowa.gov).

Decorations/Flowers/etc.

If decorations are to remain on or around the monument, the decorations shall be on the monument, in permanently mounted vases, or on the monument foundation. Anything left on the ground will be disposed of. All live flowers, cut or planted, will be disposed of when they become unsightly. All other decorations (silk flowers, wreaths, etc.) will be disposed of as they become unsightly also.

Fall/winter decorations may be put out after our final mowing of the year which normally is first week of November.

NO GLASS vases, containers, jars, etc. are permitted for flowers.

Planted flowers of either annual or perennial are allowed as long as they are planted within 6" of monument base. These plants will be removed when they become unsightly or once a frost has killed them.

NO trees, shrubs, or woody type plantings are allowed on burial plots without permission. Perennial flower are allowed as long as they meet the planted flower rules (within 6" of monument base).

Monument/Foundations

All new monuments are required to have a 42” full depth poured concrete base to prevent unsightly settling of monuments (no post holes to achieve 42” depth, must be dug full depth, in length and width). Additionally, all new monuments shall be marked for placement by cemetery representative prior to installation. Foundation shall be checked for depth (by cemetery representative) before they are poured. No “wet set” monuments are allowed except for the flat type, which are level with ground surface.

Any monuments that are being reset on new foundations, shall also be 42” deep poured concrete base, following the above rules.

Monuments will only be allowed if they fit on the plot(s) owned by those wishing to have them installed.

Flat or ground level monuments are the only type monuments allowed in the Garden of Devotion and the Garden of the Good Shepherd. Flat monuments are allowed in the rest of the cemeteries also but not vertical or upright monuments are allowed in the Garden of Devotion or the Garden of Good Shepherd.

Elm Grove and Woodlawn Cemetery will not be held responsible for any monuments or foundations that are installed, that do not meet these rules, nor the damage they may incur from improper installation.

All foundations shall be inspected prior to pouring of concrete. This inspection will be done by authorized cemetery personnel during regular business hours. The cemetery reserves the right to have foundations removed that are not inspected.

Interments

All opening and closing of graves and all interments shall be performed/witnessed by a city designated representative. This includes but is not limited to full burial, cremated remains to be buried or placed in columbarium, infant burial, and child burial. All full burials shall have a concrete vault or liner with arched lid. We prefer vaults that are reinforced and sealed, but liners that are not sealed are allowed as long as they have an arched lid. Cremation ashes for burial, shall be in a container, but urn vaults are not required.

Interments must be scheduled at least 48 hours ahead of time, year-round, to allow timely opening of graves, scheduling of employees, snow removal and to correct any issues that may arise. Any interments that do not give 48-hour notice will be charged a fee of \$300.00. This fee may be waived by the Cemetery Sexton if the work can be accommodated during normal business hours.

Regular priced interments are allowed from 7:00 am – 4:00 pm Monday – Friday. From 4:00 pm – 6:00 pm Monday - Friday, interments are allowed but will be charged an additional charge. Saturday morning, and Saturday afternoon interments will have an

additional charge also. There will be no interments after 6:00 pm any day. Interments are not allowed on Sunday or any City Recognized Holidays.

City of Washington recognizes the following holidays as city holidays:

New Years' Day	Veteran's Day
President's Day	Thanksgiving
Memorial Day	The day after Thanksgiving
Fourth of July	Christmas Eve
Labor Day	Christmas Day

If any of these holidays fall on Saturday or Sunday, the City of Washington recognizes both the holiday and the weekday as holidays. Please plan accordingly.

Cremated remains are allowed up to 4 per plot, (2 per plot preferred) but this must be approved by cemetery before first interment to allow for proper recording and mapping.

There shall be no scattering of cremated remains on graves per Iowa Code. The cemeteries do not have a designated scattering area, thus no scattering allowed.

Double, full size burials (stacking) in the same grave are available in the Cemetery upon prior approval.

All interments and their monuments must fit on their plots. If the monument is too large, the permanent setting of monument may have to wait until after the interment(s) are complete.

A disinterment is allowed, pending proper permit from State of Iowa and weather permitting (Normally April – November, during winter as weather allows). Disinterment services are required to pay prior to time of service.

Office Hours/Misc.

The Cemetery office is located in the NE corner of Elm Grove, across the street from the high school baseball field. There is contact information listed on the door, for those who need assistance.

Office hours are 7:00 am – 3:30 pm Monday – Friday except City recognized holidays.

Office hours other than the listed hours are by appointment only.

Office phone: **319-653-3927** Fax: **319-653-3927** City Hall: **319-653-6584**

Cemetery visiting hours are 7:00 am to sunset daily.

Speed limit 10 MPH at all times.

Parking in cemeteries is for cemetery business only.

All flags will be disposed of according to proper flag etiquette.

All plot sales will be conducted thru cemetery superintendent. Cemetery Sexton shall be given a copy of all quit claim deed transfers to record for future reference.

All new mausoleums shall be approved prior to their construction by the City Council of the City of Washington.

The City of Washington and Elm Grove & Woodlawn Cemeteries are not responsible for theft or damage to anything (decorations, etc.) placed on graves, lots, monuments or mausoleums. We are, also, not responsible for vandalism or damage to grave markers, monuments, vaults or mausoleums.

It is policy and a rule of Elm Grove & Woodlawn Cemeteries to be in compliance with the applicable Iowa Code for cemeteries.

Elm Grove & Woodlawn Cemeteries reserve the right to move, and then replace, monuments at any time, depending on the situation to allow equipment into areas to dig graves.

Elm Grove & Woodlawn Cemeteries are a non-perpetual care cemetery.

Elm Grove & Woodlawn Cemeteries ask that everyone that visits the cemeteries does so in a respectful and courtesy manner.