

Rules & Regulations

Mt. Jefferson Memorial Park / Gray Butte Cemetery
Madras, OR 97741

It is our desire for Mt. Jefferson Memorial Park and Gray Butte Cemetery to be quiet, peaceful places for the deceased and visitors. Good order must prevail at all times for the sacredness of the cemeteries to be maintained. It is to this end that the following rules and regulations have been established. Please contact the Jefferson County Buildings & Grounds Department at 541-475-6288 if you have any questions.

Perpetual Care

At the time of purchase of a grave at Mt. Jefferson Memorial Park or Gray Butte Cemetery, a fee shall be paid for the perpetual care of the grave. Monies to pay for the perpetual care shall be placed in a Perpetual Care fund. Income from said fund shall be used for the maintenance, repair, and care of the cemeteries. Payments made for the purchase of a grave will first be credited to the Perpetual Care fund.

If the owner of a grave wishes to sell the grave back to the County, only the fee for the grave will be refunded. Perpetual care payments cannot be withdrawn from the fund, even in the event of grave cancellation or sale back to Jefferson County.

Purchase of Graves & Services

Persons desiring to purchase a grave in either Mt. Jefferson Memorial Park or Gray Butte Cemetery should come to the Jefferson County Buildings & Grounds Department at 430 SW Fairgrounds Road, Madras, Oregon. Grave costs must be paid in full before a burial can take place.

When purchasing pre-need graves on a time-payment basis (contract), a minimum payment of 25% of the cost of each grave, including perpetual care, will be required. Regular monthly payments are to be made with full payment due within one year. In the event of non-payment graves will revert back to Jefferson County to be sold on a first-come, first-serve basis. Monies received for the purchase of the grave would be refunded. Perpetual care costs are non-refundable. Multiple grave purchases will be paid one at a time, i.e. the monthly payment is applied to one grave until paid in full then payments are applied to next grave.

If burial charges cannot be paid in full prior to the burial, the person financially responsible for the charges will come to the Buildings & Grounds Department to make a down payment and sign a contract agreeing to a payment plan. The payment arrangements must be completed before the grave will be opened for a burial.

If payment on cemetery services and/or graves is not received for a period of 90 days, the account may be turned over to our County Counsel for legal action.

Certificate of Right to Burial / Deed Transactions

All transfers of Certificates / Deeds must be filed with the Jefferson County Buildings & Grounds Department office. The Department reserves the right to not honor any certificate / deed held by someone other than to whom it was issued or legally transferred (ORS 97.590; ORS 97.600; ORS 97.630). It is the responsibility of the purchaser or his representative to provide and maintain current address and contact information with Jefferson County Buildings & Grounds Department.

Interments

Notification of upcoming burials must be given to the Jefferson County Buildings & Grounds Department office. A minimum of two business days prior to service time at Mt. Jefferson Memorial Park and a minimum of three business days prior to service time at outlying cemeteries is required. Services held Monday through Friday and must conclude by 2:30 p.m. at Mt. Jefferson Memorial Park and by 1:30 p.m. at outlying cemeteries. Saturday burials must be completed by 11 a.m. to avoid an overtime charge of \$35.00 per man hour. No burials will take place on county recognized holidays.

No burials in a grave may be done by anyone other than a Jefferson County Buildings & Grounds Department employee.

A liner is required for all casketed burials at Mt. Jefferson Memorial Park and Gray Butte Cemetery. A vault (purchased through a funeral home) may be used in place of the liner.

During the opening and closing of a grave all persons, other than the county employees performing the work must stay a safe distance away from all machinery and open grave. This distance will be at the discretion of the county employees at the site.

No more than two human remains (at least one being cremains) shall be interred in any one grave.

Jefferson County reserves and shall have the right to correct any error that may have been or may be made in making interments/disinterments or inurnments/disinurnments. A written authorization from the person with the right to control disposition of the remains will be obtained prior to any disinterment of remains.

Headstone and Monument Work

Headstones will not be set on a grave until the grave and all burial services have been paid in full.

Only one headstone may be set on any one grave. A plaque may be added to an existing headstone only if there is sufficient room for the plaque.

The cemetery will not be responsible for errors or omissions made in dates and/or spelling of names engraved on the headstones. The customer is responsible to ensure that the headstone is marked per their instructions.

Headstones will usually be set within one month from the date they are delivered to the cemetery as long as the Jefferson County Buildings & Grounds Department office has received the "Headstone Setting Instruction" form. A headstone will not be set without the "Headstone Setting Instruction" form completely filled out and returned to the Buildings & Grounds Department office. During the winter

months headstones will be set at the discretion of the cemetery staff. Headstones will not be permanently set the week prior to Memorial Day – if time permits, a headstone may be laid on a grave.

Headstones may be set by a licensed and bonded monument business only ***with prior written approval*** using the Headstone Setting Notification form from the Jefferson County Buildings & Grounds Department and must meet the specifications set by the Department. Headstones set by outside contractors must have their concrete forms removed and the area around the headstone backfilled with dirt within one week of the start of work. If not in compliance, a \$100/week charge will be issued to the contractor. Contractors who wish to set a headstone are required by the County to contact the Jefferson County Buildings & Grounds office prior to the start of any work at the cemetery to arrange for a headstone placement locate and to give the office all setting information (name/s on headstone, size / type, vases, etc.). The Headstone Setting Notification form is to be returned to the Jefferson County Buildings & Grounds Office as soon as the headstone setting has been completed.

Approval must be obtained before any engraving is done on a headstone already set on a grave.

Homemade markers of any kind are not allowed at Mt. Jefferson Memorial Park. Flush mounted temporary markers (supplied by funeral home) are allowed for a period not to exceed six months.

Due to the risk of damage to a headstone when it is moved, a resetting fee will be charged each time a headstone has to be moved.

Headstone and Monument Size Regulations

The maximum height of a headstone set in the upright section of the cemetery is 36 inches including the base. Because grave widths vary throughout the cemetery there is no uniform size requirement. Please call the Jefferson County Buildings & Grounds office for width information. Headstones must be a minimum of 4 inches thick.

Cemetery Maintenance

No ironworks, trees, or shrubs whatsoever will be allowed. Existing individual lot plantings may be trimmed or removed by the cemetery staff when they become unsightly or unmanageable. The cemetery staff will do all landscaping and maintenance unless otherwise approved by the cemetery.

Fresh cut flowers will be removed when wilted. Artificial flowers will be removed when it becomes evident they are not securely fastened against strong winds or when they become discolored. ***Glass containers and/or decorations are not allowed at any time.***

Mowing season at Mt. Jefferson Memorial Park is approximately March 1 to December 1. All wired flowers, glass jars and bottles, toys, metal containers, holiday decorations, and other objects that might create a hazard will not be permitted during the mowing season and will be removed and discarded. Flowers and other grave decorations that have been placed on the grass will be removed and discarded. Flowers and artificial decorations stuck in the ground will be removed. The cemetery will not be responsible for replacing such items. The cemetery staff assumes no responsibility for the preservation, maintenance, or protection of any type of grave decoration, flowers, holders, vases, or other items placed on graves.

The cemetery grounds will be completely cleaned twice each year – usually during the last two weeks of April and the last two weeks of September. All flowers or memorabilia left in the cemetery during these times will be discarded.

Picking flowers or plants that are part of the cemetery's landscaping is prohibited.

After an interment the grave surface will sink due to soil settlement. It can take six to eight months to settle, during which time the surface will be topped up by the cemetery staff. Once the soil has settled the grave will be seeded or turf as needed. This will be done as soon as possible after an interment. During high summer we may wait until fall before doing this. Sometimes in the years after a burial more soil settlement can occur. This will be dealt with by the cemetery staff as soon as it is brought to their attention.

The general care or perpetual care assumed by Jefferson County shall in no case mean the maintenance, repair, or replacement of any memorial placed or erected upon graves, nor the doing of any special or unusual work in the cemetery, including work caused by the impoverishment of the soil. Nor does it mean the reconstruction of any marble, granite or concrete work on any grave, or any portions thereof in the cemetery caused by the elements, acts of God, common enemy, thieves, vandals, malicious mischief makers, explosions, accidents, invasions, insurrections, riots, or by the order of any military or civil authority, whether the damage be direct or collateral other than as herein provided.

General Rules

Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship; therefore, Jefferson County Buildings & Grounds Department reserves the right, without notice, to make exceptions, suspensions, or modifications to any of the Rules and Regulations when, in its judgment, the same appears advisable. The Buildings & Grounds Department will present any such case to the Chairman of the Board of County Commissioners for acknowledgement. Temporary exceptions, suspensions, or modifications shall in no way be construed as affecting the general application of such Rules & Regulations.

Vehicles traveling within the cemetery shall proceed at a rate not to exceed ten (10) miles per hour. Drivers should be aware at all times that roadways may be altered or closed. When lawns are being watered, irrigation lines may run across roadways. Persons driving over the irrigation lines will be liable for repair costs.

It is unlawful to bring, cause, or permit a dog or any other domestic animal to enter the cemetery (exception service dogs) unless confined inside a vehicle.

VISITORS TO THE CEMETERY ARE NOT TO PARK OR DRIVE ON THE GRASS FOR ANY REASON. VISITORS MUST KEEP THEIR VEHICLES COMPLETELY ON THE GRAVEL DRIVEWAY.

The cemetery is not responsible for theft or vandalism of the graves, headstones, or anything placed on the graves.

The County reserves the right for its staff to enter upon or cross over any lot in the cemetery when deemed necessary to the performance of normal cemetery operation.

Mt. Jefferson Memorial Park and Gray Butte Cemetery are the final resting places for hundreds of our loved ones. To ensure the continued care, quality, and aesthetically pleasing environment of the cemeteries we must adhere to certain regulations. We do not wish to displease anyone. Quite the contrary, we want to make our cemeteries pleasing to everyone, and we feel these rules will provide a more beautiful and comforting place in which to come and pay your respects. Without uniform regulations, which are established for the good of all patrons, it would be impossible to maintain a beautiful cemetery.

Dated this _____ day of July 2016.

JEFFERSON COUNTY BOARD OF COMMISSIONERS

Mae Huston, Commission Chair

Mike Ahern, Commissioner

Wayne Fording, Commissioner

ATTEST:

Barbara Andresen, Secretary to the Board