



CRYSTAL VALLEY CEMETERY

Rules & Regulations

Welcome to Crystal Valley Cemetery, owned and operated by the City of Manitou Springs.

Rules & Regulations / Ordinance 12.28

These basic rules and regulations and City ordinances relating to the City Cemetery are for the mutual protection of cemetery users and the City of Manitou Springs ("The City"). To view Cemetery Ordinances (12.28) in its entirety, please view Municipal Codes, available on the City website. The City reserves the right to make amendments or alterations as necessary at any time.

Cemetery Control and Management

The City Council of Manitou Springs has the right of general control of the cemetery in all matters, whether or not specifically covered by this document. The operation of the cemetery is under the direction of the Parks and Recreation Director or designee.

Cemetery Rules Enforcement

The Parks and Recreation Director or designee is hereby expressly empowered to enforce the rules and regulations listed in this brochure. The Director shall have complete charge of the cemetery grounds and buildings as well as supervision of all persons within the cemetery, including conduct at funeral processions.

Cemetery Hours

Cemetery hours are from 7:00 a.m. to dusk, seven days a week.

Cemetery Office

Crystal Valley Cemetery's office hours are Monday through Friday, from 8:00 a.m. to 4:00 p.m. The office is located at the Public Works Department building, 101 Banks Place, Manitou Springs, Colorado and is available by appointment only.

Questions relating to the operation of Crystal Valley Cemetery should be directed to the Cemetery Caretaker, (719) 368-0428.

Scheduling

All appointments and interments must be scheduled through Crystal Valley Cemetery Office. The Parks Department requires at least seventy-two (72) hours notification for the proper preparation of a grave space.

Certification of Ownership

Certificate of Ownership, Right to Burial, or Consent to Bury must be presented prior to an interment. With proper identification, the Parks and Recreation Director or designee can confirm right to burial with Cemetery Records in lieu of such certificates. The right to inter in a burial space is not a title to land, but merely a right to be buried in a described space. Purchasers of space(s) and their family must adhere to the City Ordinance and the Rules and Regulations of Crystal Valley Cemetery.

After burial rights are purchased from the City, they may NOT be transferred to another owner until such transfer is recorded in the City records. The City cannot purchase back the spaces once they have been sold.

Fees and Charges

All fees and charges shall be established by the Parks and Recreation Department and approved by the City Council. Interment will not be allowed at Crystal Valley Cemetery until payment of the appropriate charges or fees is made in full.

Control of Work

The City reserves the right to authorize work done on cemetery grounds, including but not limited to, the following: all grading, landscaping, improvements, and the care of blocks, trees, and shrubs, and planting, cutting or removal of vegetation. All openings and closings of graves and all interments, disinterment, and removals must be approved by the City. Any digging or modifications of any kind in the Cemetery is prohibited without written permission from the Cemetery Caretaker or the Parks and Recreation Director.

Monuments or Markers

The City shall not be liable for damages or injury from mowing and trimming the lawn or other maintenance practices performed during perpetual care of grave spaces. The City is not liable for vandalism or theft of monuments, markers, memorials, or decorations placed on a grave site by family members.

Spaces must be paid in full before a marker or monument can be set.



Temporary markers of any kind are prohibited. Corner markers extending above ground are prohibited.

All Monuments/markers must not exceed three-fourths (3/4ths) of the width of the space(s) purchased and must remain within the top two feet of the space and be placed on concrete pad.

Only concrete pads are allowed for securing headstones. Rebar, wood, or any other material is prohibited.

Upright headstones for cremations are prohibited; only flush, flat markers are permitted for cremations. Flush flat markers must be four inches in depth.

When an existing foundation must be removed to add a new burial, the owner will be required to pay for any expenses necessary to reset the foundation and monument on the gravesite.

Holidays

The cemetery office is closed on Saturday and Sunday. The following holidays are observed by the cemetery office: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Independence Day, Labor Day, Indigenous People Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

Interments are not allowed to be scheduled during a holiday.

Cemetery Clean Up

Clean up of Crystal Valley Cemetery grounds occur twice a year in May and November. These clean up periods are designed to clear cemetery grounds of materials that interfere with the daily maintenance of the cemetery and its' aesthetic appearance.

Decoration of Lots and Burial Spaces

There shall be no coping or grave enclosures of any kind. The outlining of graves or plots with metal frames, fencing, crushed stone, or any other material is prohibited and will be removed. No planting of trees, perennial plants, installation of fences, walls, or wire work is permitted except upon

written approval of the Parks and Recreation Director.

Mausoleums and above the ground vaults are prohibited.

No more than four decorative items per gravesite is allowed. Adornments that create a safety hazard or a maintenance problem are prohibited from being placed on a gravesite.

Artificial flowers must be in vases on monument bases only. Natural cut flowers and grave blankets may be placed on grave spaces at any time but is subject to be removed after flowers have wilted or become unsightly. Annual flowers are permitted to be planted within twelve inches from the front of the headstone. The City is not liable for damages to the annual flowers from routine mowing and trimming operations. Perennial flowers and plants are prohibited.

Visitor Guidelines

Visitors are welcome to the cemetery during open hours. Visitors are to show due respect and observe the rules outlined in this brochure. Please do not walk over or trample upon any grave, sit upon, or lean against monuments. Please do not make or create loud / unusual noises or disturbances of any kind.

All children visiting the cemetery should be accompanied by an adult who is responsible for each child's behavior and safety while visiting the cemetery.

Removal of decorations, plants, and flowers from gravesites by a visitor is prohibited, unless the visitor has been granted permission by the owner of the gravesite to do so.

Injuring or defacing trees, shrubs, or any property within cemetery grounds, is punishable by law.

Firearms are prohibited in the cemetery, with the exception of prearranged funerals for military peace officers, sheriffs, or other law enforcement officers.

Pets must be leashed, and their owners shall adhere to the leash laws of the City of Manitou Springs.