



Cemetery Service Guide



City of Mesa Cemetery
1212 North Center Street
Mesa, Arizona 85201
(480) 644-2335
www.mesacemetery.com



Frequently Asked Questions

What decorations can be placed on the grave?

Decorations can be placed on a grave, niche, or urn garden; however, they must be placed in an approved, permanent flower receptacle. All other decorations are subject to removal for maintenance and safety purposes. The only exceptions are funeral arrangements and certain holiday decorations. Glass, fences and plantings (including sod) are strictly prohibited. Holiday arrangements are allowed only on the following holidays and will be removed within the appropriate time frame, as posted at the entrances: Christmas, Easter, Mother's Day, Memorial Day, Father's Day and Veterans Day.

How do I find a specific grave?

Patrons can visit the Cemetery office to receive a map to a specific grave. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays. Maps can also be provided through mail, e-mail and fax. Unfortunately, names of deceased are not available on-line. Office staff can be contacted using the following options:

Robert.mccauley@cityofmesa.org
(480) 644-2335
(480) 644-3190 (fax)

What do I do if the earth around a monument or on a grave is settling?

Contact office staff and they will process a work order to backfill the

grave or raise and level the monument.

What is the availability of graves and what is the cost?

The City of Mesa Cemetery still has gravesites available for sale in Heritage Garden, which is the section west of 12th Street, near the Country Club Drive entrance. This section allows only flat markers. All other sections of the cemetery are sold out. Appointments are required.

What cremation options does the cemetery provide?

Two cremains can be interred in one grave, niche, or urn garden. Cremains can also be scattered in a designated area at the Rose Garden. The niches, urn garden and scattering garden are located north of the office. Appointments are required.

How do I purchase a monument for a grave?

A monument can be ordered through any monument company. Companies can be located through the phone book. The City of Mesa Cemetery installs all monuments and foundations. Size regulations must be adhered to.

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Contents

Introduction	2
Days/Hours of Service	
Visitation	2
Memorial Services	2
Office Hours	2
Interment (Burial) Areas	3
Cremation Memorials	3
General Cemetery Guidelines	4
Interment Guidelines	5
Decoration and Marker Guidelines	
Flower and Decoration Placement & Removal	6
Markers	6
Borders	7
Glossary	7

Fees and Charges: See the insert included in this brochure.



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Introduction

Established in 1891, the City of Mesa Cemetery has served our community with dedication and distinction for the past century. We have earned a reputation for well-kept grounds, helpful and understanding staff, and affordable services.

Because the Cemetery is owned by the City of Mesa, you can be assured that this tradition of service will continue. In 1969, a special Cemetery Reserve Fund was established to provide for continual maintenance and care of the Cemetery, even after all grave sites are sold. Further, in 1990, a perpetual care fund was initiated to provide for ongoing special needs beyond routine maintenance.

Operated and maintained by the City's Commercial Facilities Division, the Cemetery is managed with a sincere concern for the public interest. Underlying all policies and actions is our realization that we've been entrusted with a responsibility that requires great respect for human dignity.

Selection of cemetery services involves making very personal

decisions. We will provide information, guidance and support, recognizing that the best choices are the ones with which you, the patron, are most comfortable.

This guide describes our services, policies and prices in as straightforward a manner as possible.

Days/ Hours of Service

Visitation

The Cemetery is open for visitation every day throughout the year. Opening and closing times vary according to seasonal daylight fluctuations and are posted at the entrance.

Memorial Services

The Cemetery is open for services Monday through Saturday at the following times:

8:00 a.m. - 3:00 p.m.

Office Hours

The Cemetery Office is open Monday through Friday, except on City observed holidays, from 8:00 a.m. to 5:00 p.m. Appointments are required for all transactions.

Cemetery staff and only Cemetery staff are authorized to remove or replace monuments.

replacement of a structure must be approved by Cemetery administration.

7. Use of an approved template (temporary marker) is allowed for 90 days, after which it will be removed by Cemetery staff. A template may be obtained through a mortuary.

8. Cremation niches feature uniform engraved plaques for identification of the deceased. Vases are available at the Cemetery. Specifications must be adhered to for bronze plaques.

9. The City may remove any structure from any grave if it becomes unsightly or obstructs the maintenance of the grave site or adjacent area. Any

Borders

Standard installation of flush monuments is with a border. Border options include standard, standard with vase, and monolithic. Border replacement five years after original installation will be at the owner's expense.

Concrete, because of its composition, will deteriorate over time and is very susceptible to cracking.

After original marker installation, should a border change be requested, fees assessed include: 1) marker removal and 2) marker installation.



10. Only City of Mesa Cemetery staff will perform all interment-related and monument related work.

Decoration and Monument Guidelines

Flower and Decoration Placement

1. Flowers -- whether cut, plastic, or silk--can be placed on a grave or niche, but they must be placed in the manufactured rust-resistant flower receptacle installed with the memorial. The only exceptions are funeral arrangements and certain holiday decorations as specified in this guide.
2. The use of glass, plastic or tin receptacles of any type is prohibited. Inground plantings and fences are strictly prohibited.
3. The City is not responsible for damage to or loss of any plants, vegetation or vases resulting from the elements, vandalism or theft.
4. Baskets, flowered crosses, and holiday arrangements are allowed only on the following holidays and will be removed within an appropriate time frame, as posted at the entrance:

Easter **Father's Day**
Mother's Day **Veterans Day**
Memorial Day **Christmas**

Flower and Decoration Removal

1. Flowers associated with funerals are typically removed three to five days after the interment.
2. The City reserves the right to

remove, at any time, decorations and artificial flowers that are determined unsightly or weathered, or interfere with daily maintenance.

Monuments

1. One monument is permitted for each grave space, with one vase per monument. Monument will be uniform as prescribed.
2. Permissible monument sizes are:
 - Single Adult Grave: 12"x 24"
 - Side-by-Side Adult Graves: 12"x 36" or 12"x 48"
 - Adult Companion Grave: 12"x 30"
 - Infant Grave: 9"x 18"
 - Ash Space: 12"x 12"

Note: Any variation in marker size requires a written request with an approved variance.
3. Monuments are to be flush with the ground in the Garden Section and Heritage Garden Section.
4. The City of Mesa is not responsible for repair or replacement of photographic pictures with or without covers, or date plates associated with flat markers.
5. Upright or flat monuments are allowed in the Original and Rolling Meadows Sections, with the exception of graves in blocks 1079-1114 of the Original Section, where flat monuments only are permitted. (The Cemetery Office can provide a map detailing grave block locations.)
6. All monuments are installed by

The Cemetery Office is closed on the following City-observed holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and day after
- Christmas Day

Interment (Burial) Sections

The Cemetery is divided into five interment sections that feature distinct landscape characteristics and offer individuals a variety of choices. Pictures of the areas are available at www.mesacemetery.com
See page 8 for cemetery map.

Original Section: Landscape characteristics include mature plantings of olive, Italian cypress, and citrus. Flat monuments are allowed anywhere in this section and upright monuments are allowed in much of the area. (This section is sold)

Garden Section: Landscaping is formal with uniform rows of Italian cypress and groupings of citrus. Flat grave monuments are used exclusively in this area. (This section is sold)

Rolling Meadows Section: The landscape of rolling lawn is enhanced by plantings of various shade trees. Upright or flat monuments may be used. (This section is sold)

Heritage Garden Section: Established in 1998, various shade trees include: olive, ficus, ash, and pine. Flat grave monuments are used exclusively in this area.

Infant Sections: Available infant grave sites are located within the Garden Section and Heritage Garden Section, where flat monuments are used exclusively, and the Rolling Meadows Section, where upright monuments are permitted.

Cremation Memorials

The following cremation memorial options are available. Pictures are available at www.mesacemetery.com

Ash Lots: Groupings of in-ground spaces for cremated remains, with flat monuments. (This section is sold).

Niche Banks: Above ground units with bronze plaque memorials. Located on 6th St. (sold) and the Rose Garden (north of the office). Two urns allowed per niche.

Scattering Garden: A landscaped section located at the Rose Garden for scattering cremains, on a bed of rocks and covered with gravel. Adjacent areas for meditation. Bronze memorial option available.

Urn Garden: Designated area at the Rose Garden, for ground burial of cremated remains with bronze memorialization. Two urns allowed per urn garden.

General Cemetery Guidelines

1. Lots in the Cemetery shall be used solely for the interment or inurnment of human remains.
2. The City of Mesa, hereafter referred to as "the City," is responsible for the continuing care and maintenance of the Cemetery.
3. The City has the right to remove or regrade roads, drives, and walks or make other necessary improvements. The City also reserves the right to remove any marker or other grave marking that poses an imminent safety hazard or has become damaged or vandalized, without prior notification. Prior notification

for removal will be given whenever possible.

4. Cemetery staff or contracted personnel have authority to perform work on any grave within the grounds. General grooming by the public requires written permission from Cemetery administration.
5. The City may trim or remove any tree, shrub, or plant standing upon any grave if its roots, branches, or other characteristics are detrimental to adjacent graves or walkways, or if for any other reason its removal is deemed necessary.
6. The speed limit through the Cemetery is 10 miles per hour.
7. Vehicles are allowed in the Cemetery only when their use is associated with Cemetery business such as visiting a grave site or attending a funeral.
8. No parking is allowed on the Cemetery's main street (B Street) for any reason. On other streets, automobiles should be parked on the right shoulder of the road, permitting through-traffic.
9. Children younger than 12 years of age are permitted on Cemetery grounds and in Cemetery buildings only when accompanied by an adult.
10. Only dogs aiding visually- or hearing-impaired persons are permitted on the Cemetery grounds.

11. Cemetery visitors should conduct themselves in a respectful manner. Visitors are requested to refrain from loud talking or disruptive activities.

12. Litter should be discarded in the receptacles provided.

13. Consumption of alcoholic beverages is not permitted on Cemetery grounds.

14. The Cemetery shall take reasonable precaution to protect plot owners, and the property right of plot owners, within the cemetery, from loss or damage; but it disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

Interment Guidelines

1. A burial transit permit must be presented to the Cemetery staff at the time of interment or inurnment (State Regulation Section R-9-19-316, Chapter 19, State Vital Records and Statutes). This permit is acquired through a mortuary.

2. A concrete dome liner, dome and base, or sealed vault will be required with each adult interment. Vaults or other containers are optional for infant graves and cremation urns, but are recommended.

3. Two cremation urns may be interred in a single adult grave.

4. The maximum size for an infant casket to be interred in an infant area grave is 48" x 20".

5. Twenty-four hour notice (one working day) is required to prepare grave site.

6. The transfer of any interment rights must be approved by the City of Mesa. Proof of ownership and a copy of the transfer agreement must be filed with the Cemetery Office. The letter of transfer must be given to the Cemetery Office no less than 24 hours prior to interment.

7. Caskets are to remain closed after entering Cemetery grounds.

8. Cemetery staff will close graves after the funeral director dismisses the funeral party from the burial area.

9. If a family requests that the casket be lowered into the ground in their presence, a signed form releasing the City from all liability must be submitted to the Cemetery Office at least 24 hours prior to the interment. The mortuary handling the funeral arrangements is responsible for gathering the necessary signatures.

