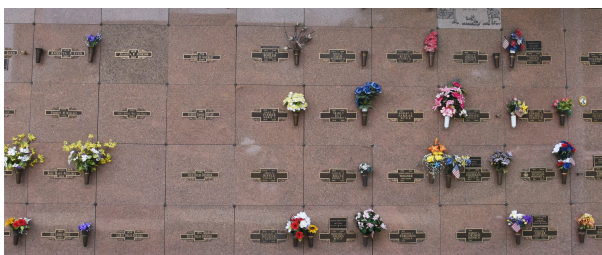




Mausoleum Crypts and Cremation Niches

- Entombments and inurnments must be made by cemetery personnel.
- Only bronze plates are permitted for memorialization and must be installed by cemetery personnel. All purchases of bronze plates must be made through the cemetery office.
- Floral and other items may be left at the base of a mausoleum crypt or cremation niche until such items become unsightly, but for a period of no longer than three (3) days after entombment. Unauthorized vases, flowers, wreaths, pictures, cards or other items are prohibited from being taped, glued, wired or attached to mausoleum crypts or cremation niches.
- Permanent vases for mausoleum crypts must be purchased through the cemetery office, and installed by cemetery personnel.
- No more than two (2) entombments shall be allowed in any one mausoleum crypt, whether single or tandem crypt. This includes casketed or cremated remains. Mausoleum crypts may contain no more than two names on them and the nameplates must be in accordance with cemetery guidelines.



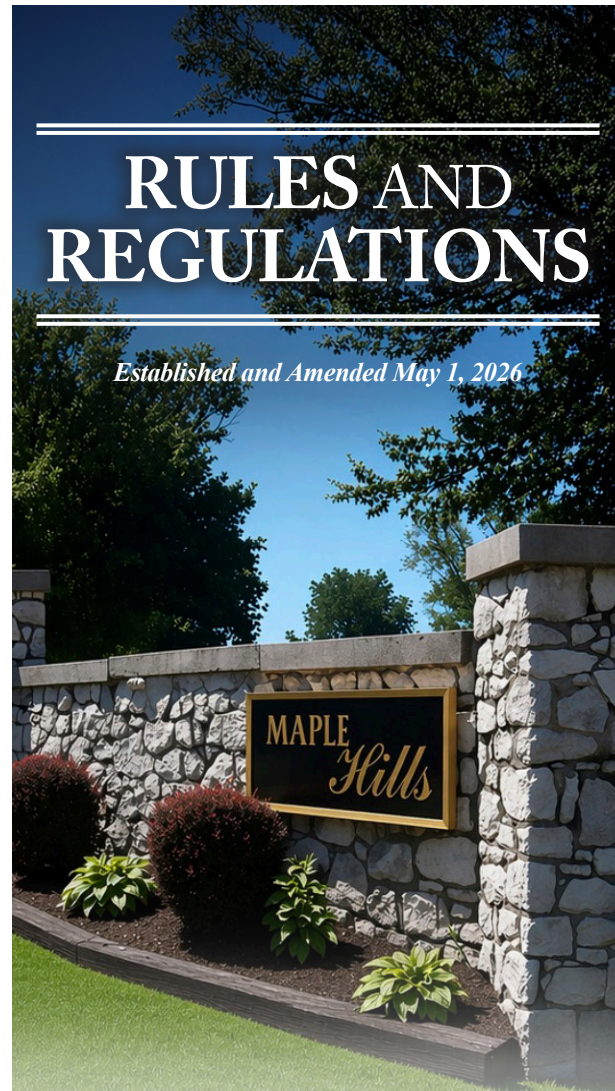
Burial Guidelines

- Interments must be made by cemetery personnel.
- A burial place owner may only permit the burial of the remains of another person with the prior consent of the cemetery. A transfer or assignment becomes effective with an executed interment authorization, but no transfer or assignment can be made in exchange for compensation.
- All sales of burial places must be made through the cemetery office.
- Payment for a burial place purchased for immediate interment must occur at the time of purchase unless otherwise authorized by the cemetery or a purchase order has been signed by a funeral director which permits billing to occur under policies, as amended from time to time, established by the cemetery.
- No burial place can be opened for interment unless the cemetery has received payment for the burial place and interment fee in advance of interment or a beneficiary of the deceased has signed an assignment of life insurance proceeds in favor of the cemetery.
- Funerals are prohibited on Memorial Day and Christmas Day.
- Notice must be given forty-eight (48) hours prior to a funeral service being conducted in order for a burial place to be opened and forty-eight (48) hours prior to a funeral service, if conducted on a weekend or holiday.
- The latest hour for burial on any given day is 3:30 p.m., except under special circumstances.
- The Mausoleum Chapel may be used for committal services. Arrangements must be made through cemetery office.

Maple Hills Cemetery reserves the right to revise, delete and/ or add to the provisions of these Rules and Regulations. To be effective, any such revisions, deletions or additions, must be approved by the Board of Directors of Maple Hills Cemetery. No oral statements or representations can change the provisions of these Rules and Regulations and no silence or failure to act can be deemed or construed as a waiver of the provisions of these Rules and Regulations.

RULES AND REGULATIONS

Established and Amended May 1, 2026



Maple Hills Cemetery

**3000 South Baltimore
Kirksville, MO**

Phone: (660) 665-3745

Cemetery Grounds

- All lots, spaces, mausoleum crypts and cremation niches, (hereinafter referred to as “burial places”) must be held and used in accordance with the By-Laws and the Rules and Regulations of Maple Hills Cemetery (hereinafter referred to as “cemetery”) now in force and as amended from time to time, and must not be used for any other purpose than the burial of the human remains.
- The grounds of Maple Hills Cemetery are sacredly devoted to the interment of the dead and conduct should be governed accordingly.
- Visiting hours are between sunrise and sunset.
- The cemetery assumes responsibility for maintaining cemetery grounds only, including mowing, tree care, maintenance of enclosure and right-of-ways, to the extent deemed necessary and advisable by the cemetery.
- Maintenance of memorials, headstones, and private mausoleums in the responsibility of the owners or representatives of the owners.
- The cemetery is not responsible for any damage due to circumstances beyond its control or caused by any individual not in the employment of the cemetery.
- Persons are prohibited from: taking any items not their own; breaking or disturbing trees, shrubs, flowers or plants; and defacing or damaging memorials, headstones, private mausoleums or other structures.
- Consent of the cemetery is required prior to any planting of trees, shrubs, flowers or plants and only cemetery personnel can do planting.
- Consent of the cemetery is required prior to the placement of any memorialization structures such as benches, fountains, etc., and must be purchased through the cemetery.
- All vehicles must be attended.
- Displaying of firearms or weapons of any type is prohibited except for honor guards comprised of military or law enforcement personnel.
- Pets are not permitted unless on a leash and accompanied by the owner. Animal waste must be promptly removed by the owner of the pet.
- Advertising of any form is prohibited and the cemetery reserves the right to remove such advertising.

Decoration Policy

Any fresh or artificial flowers are allowed any time in the monument vase and/or attached to the monument, provided there is no interference with the maintenance and upkeep of the cemetery grounds. Unauthorized flowers and/or decorations are considered those unattached to the monument or causing interference with the exception of the items and dates listed below. The cemetery reserves the right to remove any items from the cemetery grounds that conflict with the rules and regulations of the cemetery, become unsightly, or interfere with the maintenance and upkeep of the cemetery grounds.

- Wreaths will be allowed the week prior to Easter, Mother’s Day, Memorial Day, and Father’s Day and will be removed the following week.
 - Christmas wreaths and grave blankets will be allowed after November 15 and removed during the second week of January. Also please note that Christmas flowers and decorations, even those in the vase, must be removed by March 1. Vases not in use will be turned upside down in order to facilitate mowing.
 - The mowing season begins on April 1 and ends November 1. It is imperative that all flowers and decorations not in the monument vase and/or attached to the monument be removed so as not to interfere with this process, except during the week of Easter, Mother’s Day, Memorial Day, and Father’s Day.
 - Spring cleanup will begin the first week of March.
- ***Please note that markers ordered after October 1 will not be set until after April 1 because of inclement weather conditions. However, every effort will be made to have the markers set by Memorial Day.
- Shepherd hooks are not allowed. Solar lights must be kept in the vase if they are to remain on the grounds (limit one per vase).
 - Unauthorized vases, flowers, wreaths, pictures, cards or other items are prohibited from being taped, glued, wired or attached to mausoleum crypts or cremation niches.

***Please note that if a family member removes a vase(s) to take with them to decorate, our office must be informed. We have no way of knowing if the family has the vase(s) or if they have been stolen.

Any items removed from the grounds by staff will be held for 30 days. If not claimed within that time frame, we reserve the right to dispose of the items.



Lots and Spaces

- No lots or spaces can be defined by any fence, railing, hedge, embankment or ditch or contain any vase, seat, wire-work, rock-work, glass-work, or other architectural object, except as outlined within the Rules and Regulations of the cemetery.
- Family monuments must be situated on the center lots with headstones or memorials for individual spaces with any exceptions requiring the consent of the cemetery.
- Burials must be made in a concrete box or approved vault.
- There must be a memorial, headstone, or mausoleum plate for each burial place. Erection of memorials, headstones, and private mausoleums, must be performed by cemetery personnel or authorized monument company.
- All headstones or memorials must be constructed of standard bronze, granite or marble, depending on area of the cemetery. All installations will be done by cemetery staff or approved monument company.
- All plans and specifications for private mausoleums must be submitted to the cemetery for its approval and consent. Private mausoleums must be erected by the cemetery for that purpose.