

Laurel  
Cemetery  
Policies & Procedures



**ALEXANDER**  
**CITY**  
ALABAMA

# Laurel Cemetery

297 Parks Avenue, Alexander City, AL 35010

Hours: Monday thru Friday: 7:00 A.M. to 3:30 P.M.

City Clerk: Amanda F. Thomas (256) 329-6717

Supervisor: Gene Jones (256) 794-4519

Adopted & Approved: Ordinance 2013-11 on March 18, 2013

The death of a loved one is a very painful and traumatic experience. The City of Alexander City and the Cemetery Staff are here to assist the family of the deceased. We would like to make this experience as painless and trouble-free as possible.

The Alexander City Cemetery must be maintained in accordance with its agreements with lot owners. Therefore, it is necessary to have rules and regulations. The City of Alexander City will use all necessary precautions in maintaining the cemetery, but the **City of Alexander City will NOT be held liable for scratches or other marks on monuments or grave markers that might occur through normal maintenance.** If there are any questions or concerns, please contact the City Clerk, Amanda F. Thomas, or the Cemetery Supervisor, Gene Jones.

## Procedure & Pricing:

1. Family members of loved ones should have the following information before arriving at the City Hall to speak with the city clerk and to complete the City of Alexander City Interment Form.
  - Full Name of the Deceased
  - Funeral Home
  - Date, Time, and Location of Funeral or Memorial Service
  - Location of Property
  - Owner of Property
2. After all the necessary information is recorded and the interment form is signed, the interment fee must be paid prior to the grave being opened. A minimum 24- hour notice is requested.
3. The Interment Fee/ Pricing
  - All grave openings and closings will be performed by the City of Alexander City.

- All opening and closing fees are payable in advance and are subject to change without notice.
  - Grave Sites: \$450.00
  - Opening & Closing (Monday thru Friday 7:00 to 3:30): \$350.00
  - After hours & Weekends: \$450.00
  - City observed Holidays: 550.00
  - Cremation: \$100.00
  - After hours & Weekends: \$150.00
- 4. The city clerk and supervisor are to be notified of hours set for a funeral and the space selected as soon as the family decides. This will allow ample time for necessary preparations. In no case should this notification be less than twelve hours prior to the funeral.
- 5. There will be no interments on the following Holidays: Easter, July 4th, Thanksgiving and Christmas Day.
- 6. No interment will be permitted in a grave space that has not been paid in full.
- 7. No disinterment will be allowed until law gives proper authority and all charges have been paid in full.

## **General:**

1. Cemetery employees are not allowed to accept fees or tips. All accounts must be settled with the city clerk.
2. All persons are expected to leave the graveside service upon dismissal unless special permission is received from the City Clerk or Supervisor.
3. Visitors will be admitted to the grounds at all times during the day, but no visitors shall be admitted after sunset.
4. Visitors are prohibited from bringing pets and firearms into the cemetery.
5. An active funeral shall have priority over all other cemetery or maintenance activities.
6. Interments shall have priority over any other activities.
7. All parking must be on the roadway.

## **Lots/ Graves:**

1. The City encourages a vault for each grave; however, a grave liner is required at a minimum.
2. No iron, wirework, steel, or rustable metal will be allowed upon lots except by permission of the Supervisor; when any article made of iron begins to rust, it shall be removed from the cemetery.
3. No enclosures permitted, including but not limited to, brick walls, rock walls, granite walls, etc.
4. No signs, of any kind, are allowed on lots.

5. The City of Alexander City requires its endorsement on all transfers of lot ownership. A complete record of transfer must be made at the City Hall with the City Clerk.
6. Rules and regulations are subject not only to the original lot owner, but also to all those who succeed, either by assignment, sale, or inheritance.
7. Flowers should be placed on the headstone or in a receptacle near the headstone.
8. Only one flower arrangement per grave is allowed unless the monument provides its own flower receptacles. Flowers receptacles of any other kind (glass, wood, plastic, tin, cement) are prohibited.
9. Trinkets or whatnots are not permitted. Placing flowerpots and other items on the lawn destroys the grass and increases maintenance costs.
10. Funeral flowers will be removed on the Friday after the fifth day of the interment.
11. Dead or unsightly flower arrangements will be removed by the cemetery staff after an appropriate period of time. If a family member wishes to discard old or dead flowers, they can place them at the edge of the roadway for collection.
12. No trees or shrubs shall be permitted to be planted or removed. The City of Alexander City reserves the right to remove any tree, plant, or shrub at any time without notice.
13. No individual plantings or grass sod will be permitted.
14. Flag poles are prohibited. A small flag may be placed near the head of the grave. The cemetery staff will remove flags and properly dispose of them if the flags are so worn that they are no longer fit to serve as a symbol of our country.

## **Monuments, Mausoleums, & Markers:**

1. All monuments and headstones are to be level, lined up with others in the cemetery and in accordance with drawings and measurements furnished by the supervisor.
2. All monuments, markers, and mausoleums must be made of quality granite, marble, or bronze finished; in a workmanlike manner; and must be accepted by the supervisor before being taken into the cemetery.
3. All mausoleums, markers, and monuments (as individually restricted in each section) shall be set on a base of concrete below the surface of the ground.
4. No foundation will be built higher than one inch below the lowest point of the surface of the ground.
5. No monuments, markers, or mausoleums are to be set on Saturdays, Sundays, or legal holidays unless special permission, in writing, is obtained from the supervisor.
6. No markers shall occupy more than 60% of the width of the lot.
7. No monuments are allowed on single grave lots.
8. No cement or artificial stone will be permitted in the cemetery above the surface of the ground.
9. All markers shall be flush with ground level.

10. Lettering on stone markers shall be recessed into the surface of the stone. Letters on bronze markers may be raised, but the City of Alexander City will not be responsible for lettering that may be defaced or knocked loose.
11. Stone slabs will be not permitted either erect or reclining.
12. All monuments shall be double-faced. The name and design shall be placed on the front and only the name shall be placed on the back of the monument.
13. All monument dealers or agents shall be responsible for damage to property while they are working in the cemetery. All materials used for work shall be cleared away when the task is completed.
14. All monuments dealer or agents, when working in the cemetery, shall provide the supervisor with the numbers and expiration date of their city license.

## **Cemetery Etiquette:**

Please do not...

- Sit, stand, or lean against monuments.
- Walk across fresh gravesites.
- Eat or drink while on cemetery grounds.
- Remove any flower from a gravesite other than those that belong to your family or loved one.
- Smoke at or near a funeral in progress.
- Litter in a cemetery.
- Enter the cemetery after dark or before dawn.
- Walk dogs or take other animals into the cemetery.
- Remove, damage, or destroy any tree, shrub, or plant in a cemetery.
- Climb trees or fences.
- Play loud music or make loud noises in a cemetery.
- Block entrances.
- Park in the grass.
- Dig in a cemetery or desecrate a gravesite.

Please do...

- Remove hats to show respect when attending a funeral or when visiting a particular burial site of a family member or friend.
- Be respectful of the interment of others while visiting.
- Drive slowly and always stop for a procession or equipment movement.