



# City of Baker City, Oregon

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## Memorandum of Policy

### Burials at Mt. Hope Cemetery

From: Joyce Bornstedt – Cemetery Sexton

The following policy will go into effect on March 1, 2019, in regards to scheduling of burials and monument placements at Mt. Hope Cemetery:

#### City holidays and other prohibited days:

Interments, disinterments, and monument installations shall not be allowed on holidays and Sundays. City holidays include New Year's Day, Civil Rights Day, Presidents' Day, Memorial Day weekend beginning the Thursday morning before and through Memorial Day, Independence Day (July 4), Labor Day, Veteran's Day, Thanksgiving Day and the following Friday and Saturday, Christmas Day, or any other City-observed holiday. In the event that a holiday falls on a Saturday, the preceding Friday shall be treated as the holiday. In the event that a holiday falls on a Sunday, the following Monday shall be treated as the holiday. Additionally, no burials may be scheduled on Christmas Eve.

#### Operating hours:

Interments, disinterments, and monument installations shall be scheduled at a time appropriate to ensure that closing of the grave and/or completion of related work will be completed no later than 3:30 p.m. Pacific Standard Time or 5:00 p.m. Pacific Daylight Time (as is in effect for the date of the burial.) Interments, disinterments, and monument installations shall be scheduled on Saturdays at time so that all work may be completed by 2:00 p.m., current local time.

#### Scheduling:

Scheduling of interments, disinterments, and grave marker installations must be done at least two business days (Monday – Friday 8:00 a.m. to 5:00 p.m.) from the desired schedule time. Attempts to schedule services on weekends or holidays will still be subject to at least two business days from time of request. Holidays will not be counted as business days.