

[Missoula Municipal Code Chapter 12.44](#) outlines rules and regulations governing Missoula City Cemetery. In addition, Missoula City Cemetery Board of Trustees has approved the following policies and process:

#### **MISSOULA CITY CEMETERY POLICY: CHECK-IN AT CEMETERY OFFICE**

**Check-in.** All businesses conducting work of any kind within the cemetery are required to stop at the cemetery office and notify the cemetery of the type of work planned.

**Hours are per Missoula Municipal Code 12.44.190.** "...All work must occur on weekdays between the hours of 8 a.m. to 4:30 p.m. All work must be under the close inspection of the Missoula City Cemetery Director or designated representative and must be completed promptly. All equipment and unused materials must be removed as the work is completed."

**Removing monuments from the cemetery.** Before removing a monument from the cemetery grounds, the business is required to stop at the cemetery office.

The cemetery requires each monument removal to be documented on a log sheet in the cemetery office. The following information is required:

- The business removing the monument,
- the monument name(s) and location,
- the type of work planned, and
- the length of time the monument will be off-site, and
- the business representative signature when the monument is returned.

**Returning a monument to the cemetery.** When returning a monument to the cemetery grounds, the business is required to stop at the cemetery office.

Cemetery staff will be on-site to verify the monument is replaced onto the foundation using shims, setting compound, and that cemetery requirements are met.

Date approved December 7, 2017

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**Kim Seeberger**

Board Chair

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**Paul Filicetti**

Board Co-Chair