



CITY OF ZILLAH CEMETERY MEMORIAL PLAQUES POLICY AND PROCEDURE

1. **PURPOSE:** This policy sets out the City Council's requirements in relation to the type, dimensions and purchase procedure of memorial plaques to be fixed to the brick pillars at the City of Zillah Cemetery.
2. **OBJECTIVE:** The objective of the policy is to provide guidelines for the City Council, City Staff and users of the Zillah City Cemetery in relation to the type, and placement of memorial plaques permitted at the Cemetery.
3. **SCOPE:** This policy applies to all memorial plaques to be fixed to the brick pillars in the Zillah City Cemetery from the date of adoption of this policy.
4. **POLICIES:**
 - 4.1 That all memorial plaques fixed to the brick pillars in the Zillah Cemetery shall be made of Georgia Grey granite and measurer 16" in length, 8" in height and 7/8 thick.
 - 4.2 All memorial plaques may include any standard motifs, service badges, picture motifs or permanent photographs. The design and wording must be submitted with the application for the Cemetery plaque. All wording and designed must be approved by the Mayor or his/her designee before the plaque is purchased.
 - 4.3 The number of lines of text allowable on any plaque will be in accordance with any recommendations put forward by the plaque manufacturer.
 - 4.4 All memorial plaques will be set on the appropriate brick pillar by City personnel, and will only be installed according to the weather, and the availability of the Zillah City Public Works Department personnel.
 - 4.5 No more than then two memorial plaque will be permitted on each side of the north and south side of each of the brick pillars.
 - 4.6 The following regulations shall apply regarding ornaments, objects, toys, flags, and flowers placed on the memorial plaque and brick pillars:
 - 4.6.1 No boxes, shells, pinwheels, metal toys, wood toys, plastic toys, glass objects of any kind, wood ornaments, or similar objects, may be placed on a memorial plaque or brick pillars.
 - 4.6.2 No flowers real or artificial flowers are permitted on the memorial plaque or brick pillars.
 - 4.6.3 No food, beverages, or beverage containers may be placed on the memorial plaque or brick pillars.
 - 4.7 The City of Zillah shall have the authority to remove any and all items listed in Section 4.6 of this policy.
 - 4.8 The City of Zillah shall not be liable for non-intentional damage to memorial plaques, which are eroded or damaged by weather, the elements, thieves, vandals, trespassers, ordinary wear and tear, or standard maintenance performed by employees and officials of the City of Zillah, Washington.

5. **STATEMENT OF CONTENT:** All memorial plaques are to be designed as a memoriam to loved ones and will be viewed by the general public of all ages; therefore, they should not be offensive to said persons. No rude or otherwise offensive or obscene text or graphics will be allowed.

6. **MEMORIAL PLAQUE INSTALLATION RULES:** The memorial plaque will be installed by the Zillah City Public Works Department personnel and the cost of the memorial plaque will be assessed and paid by the purchaser of the memorial plaque. Installation needs to be made within sixty (60) days from the date of the installation fee's paid and approval from the Mayor or his/her designee of the wording and design of the plaque.