



Metro Parks Geocaching Policy

Purpose

Park Managers may designate non-sensitive areas of the park that can be utilized for recreational activities by the Geocaching community. A specific number of available permits will be decided for each area.

Procedure

Before a Geocaching site can be set up the following guidelines shall be followed. If a site is set up without a permit, the site will be confiscated.

Guidelines

- The cache owner must contact the individual park for a cache site.
- A completed application must be submitted with an original signature of cache owner.
- The site area must be checked by the Park Manager or designated park employee before the application may be approved. If no more permits are available the cache owner may be put on a waiting list or apply at another park.
- Once the application is approved a permit number will be issued to the cache owner. At all times, sites must have a permit number and it must be displayed on the outside of the cache box. Permits will expire December 31st of every year.
- Cache owners must check sites bi-weekly. The individual parks will make a periodic check.
- If a cache is found in violation of rules or without a permit number it will be removed and not returned.



Geocaching Owner Guidelines

1. An application must be completed and submitted with original signature to the specified park. Locations listed on the application must be within 3 feet of a designated trail, in a public day use area, or in an area designated by the park manager for geocaching.
2. Each participating park will have a specific number of permits available. When there are no more available permits, the cache owner may be put on a waiting list for the park or submit an application at another park.
3. An appointment must be made with the park manager or staff of the individual park to view the site area and discuss means of distribution of coordinates and other information about the cache. Once the area has been viewed and approved by the park, the application will be assigned a permit number.
4. Once a permit has been issued, the cache owner may place a cache box at the designated site. The cache box must be a plastic container with the permit number visible on the outside of the box. A copy of the General Geocaching Rules shall be taped to the inside of the lid. If a cache box is placed without a permit or before an application has been approved the box will be confiscated. An appropriate cache box must be used (i.e. no ammunition boxes).
5. Only one permit per park per individual will be issued each year. On December 31st of every year the permit expires. At the end of the year a statistics report will be issued to the park with the following information: how long the cache site was out, the number of visitors to the cache site, their county of residence, age, and a brief description of items left.
6. To renew a permit a new application must be submitted and a different location approved. If there is a waiting list at the park, the application will be put in the order it was received.
7. It will be the responsibility of the cache owner to check the cache biweekly and if any illegal item is found it should be reported to the park immediately. No food, alcohol, drugs, firearms, or any other dangerous or inappropriate items will be permitted in the cache box. A periodic check will be made by the park.
8. If there is a noticeable impact on the area or any problem arises with the cache, the owner shall contact the park immediately.
9. The Metro Parks General Geocaching Rules shall be included in conjunction with distribution of the coordinates for the site.
10. If at any time the cache site violates Metro Parks Rules and Regulations or the Geocaching Policy, the cache box may be taken by park staff and it may not be returned to the owner.



General Geocaching Regulations

1. All Metro Parks Rules and Regulations apply.
2. No off trail hiking. Cache sites will be placed no more than 3 feet from designated trails, in public day use areas, or in areas designated by the park manager for geocaching.
3. No digging, caches will be at or around ground level.
4. Place cache back as you found it.
5. Littering will not be tolerated, please participate in 'cache in – trash out'.
6. If you take an item from the cache box, leave an item. Do not leave food, alcohol, drugs, firearms, or any other dangerous or inappropriate items.
7. Sign the logbook but do not take the logbook or pencil.
8. All items that are left in the cache box must be brought into the park. Do not pick flowers, rocks, mineral or any historical or archeological artifacts to put in the cache box.
9. If there are any problems with the cache box contact the cache owner or a park employee.
10. Be sure to allow plenty of time to locate the cache site. Check individual parks for hours of operation.

Metro Parks Geocaching Application

-Application must be completed and signed. Make an appointment with the specific parks contact (info obtained @metroparks.net) for viewing of the site. Once site location is viewed and approved by the park the application will be issued a permit number.

Name: _____

Address: _____

Phone #: _____ Other #: _____

E-mail Addresses: _____

Cache Name: _____

Park name / Trail name: _____

Coordinates / Location Description: _____

Alternative Coordinates: _____

Type / description of container: _____

Type of distribution: _____

Signature of Owner

Date

Permit #: _____ (To be assigned by park)

Approved: _____

Signature

Date

Denied: _____

Signature

Date