



# Preservation Parks of Delaware County

## DIVISION OF PARK POLICE

5820 Columbus Pike  
Lewis Center, Ohio 43035  
614-989-1972 Phone  
Email: [parkpolice@preservationparks.com](mailto:parkpolice@preservationparks.com)  
[www.preservationparks.com](http://www.preservationparks.com)

### **GUIDELINES FOR GEOCACHE/LETTERBOX OWNERS**

- Before a geocache/letterbox can be placed in a park, an application must be submitted.
- Each park will have a limited number of available permits. When there are no available permits at a specific park, the applicant's name can be placed on a waiting list for that park, or an application for another park can be submitted. Applications on a waiting list will be held in the order they are received.
- Cache location must be within three feet of a designated trail, in a public-use area, or in an area designated for geocaching.
- An appropriate container must be used, no ammunition boxes are allowed.
- If applying for a multi-cache permit, include coordinates to all stages on application.
- After the permit has been issued, the applicant may place a cache at the requested site. If the container is large enough, the permit number and copy of the geocache/letterbox rules must be placed inside.
- Permits expire on December 31<sup>st</sup>, regardless of the date of issue. Cache owners will be notified to renew permit.
- If at any time a cache is causing impact to an area, a Park Employee will work with the owner to determine a new location.
- The cache owner is responsible for checking the box monthly. If any illegal items are found, they should be reported to Park Police – 614-989-1972. No food, alcohol, drugs, firearms, or any other dangerous, illegal, or inappropriate items will be permitted in the cache.
- If the owner notices any problem arising from the geocache or its location, the owner shall contact Park District personnel.
- The owner must include Preservation Parks "Rules for Geocaching/Letterboxing" in conjunction with the distribution of directions to the site, i.e., link the Preservation Parks website section on geocaching/letterboxing in the description of the cache on the website being used.
- If the owner removes the cache, they shall notify Park District staff for the permit to be cancelled.
- By receiving a geocache/letterbox permit, the owner understands that at any time, Preservation Parks may revoke the permit for any reason.