



## Preservation Parks of Delaware County Geochaching\* / Letterboxing Policy

\* *The word "geocache" is used to refer to both a geocache and a letterbox.*

### **Purpose**

Park managers may designate non-sensitive areas of the park which can be used for recreational activities by the geocaching community. A specific number of permits will be available for each park.

### **Procedures**

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

- The geocache owner must contact the Park District, and will be directed to the appropriate park manager.
- A completed application must be submitted and signed by the geocache owner.
- The geocache owner must meet with the park manager to discuss the site, and the area must be checked by the manager before a permit is approved. If no permits are available in a particular park, the geocache owner can be placed on a waiting list or apply for a site in another park.
- Once the application is approved, a permit number will be issued to the geocache owner. At all times, the geocache must have a permit number assigned to it and that number must be displayed on the outside of the box. Permits will expire on Dec. 31 of each year, regardless of the date the permit was issued. Geocache owners can re-apply each year to extend their permits.
- Geocache owners must check their sites once a month, and Park District personnel will make periodic checks.
- If a geocache is found to be in violation of rules or without a permit number, it will be removed and not returned.
- Permits will be filed with the appropriate park manager and copies given to the Deputy Director and the Division of Park Police.

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