



Wood County Park District

Conservation | Education | Recreation

www.wcparks.org

Geocache Registration Information

New cache

Renewal

Name: _____

Group/Username: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail address: _____

Cache name: _____

Cache located in: (enter name of park) _____

Parking lot closest to cache: _____

Directions to cache location: _____

Coordinates to cache: _____

Physical description of cache location: _____

Physical description of cache container: _____

Other comments: _____

Placement Guidelines

1. Anyone wanting to set up a cache site on park property needs to fill out a Geocache/Letterbox permit application prior to publishing the cache for public access. All geocaches must be registered through Geocacheing.com. Permits will not be issued before we receive a completed application.
2. All application sites will be checked by staff prior to the issuing of a permit. *Please send photos of your geocache in its proposed hiding place along with detailed descriptions to speed this process.*
3. A permit is valid from the date issued through the life of the cache, as long as it is maintained in good working and findable order. A new permit may be necessary if the cache is neglected or in need of maintenance for an extended period of time. There is no fee for the permit.
4. Caches are to be monitored monthly and maintained as a family friendly cache. Caches should contain no food, alcohol, firearms, drugs, or any dangerous or adult items. If a cache violates this agreement, it will be removed and not returned. An initial contents list may be required before receiving a permit.
5. All caches must be within 30 feet of an already established park trail. Excessive off-trail hiking is discouraged as it negatively impacts the native plants and animals.
6. Not every park is a suitable site for a cache. Certain management activities and/or rare species may render an area unsuitable for a cache. Please consider any possible factors before hiding your cache.
7. All caches must be reachable from ground level (no higher than 5 feet) in a safe, non-metal container (*No Ammo Boxes*). No caches are to be buried.
8. Each Geocache/Letterbox must have a separate application, even if the same person is applying.
9. Any Geocache/Letterbox found without a permit will be removed and not returned to the owner. For this reason, please ensure your Geocache container always has identification or the Wood County Parks issued permit number within.

For more information, please contact Craig Spicer, Program Naturalist
(419)-661-1697 ext.3, or cspicer@wcparks.org.

Please mail completed form to:

cspicer@wcparks.org

Wood County Park District
18729 Mercer Road
Bowling Green, Ohio, 43402
Fax: 419-353-7765

By signing below, I agree to the above criteria for geocache placement, contents, maintenance, and all else stated. I do not hold Wood County Park District responsible for lost or stolen geocaches or contents.

X _____ Date: _____
Signature of Geocache Applicant/Owner