



# Wood County Park District

Conservation | Education | Recreation

[www.wcparks.org](http://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](http://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 Park District issued permit number within.

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

Please mail completed form to:  
[cspicer@wcparks.org](mailto: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