



Geocaching Policy & Guidelines for Staunton City Parks:
Effective October 1, 2012 and applies to all Parks within the City of Staunton

- 1.) Hiding a Geocache is permitted in the City parks with an approved permit.
- 2.) Permits are issued at Montgomery Hall Park Irene Givens Administrative office. The office is open Monday – Friday from 8am – 5pm. Permits are free.
- 3.) Park use hours (6am – 11pm) apply to those hiding or seeking a cache.
- 4.) All caches must be registered on www.geocaching.com or www.letterboxing.org
- 5.) No cache should be placed within 50 yards of a Staunton Parks & Recreation Department cache.
- 6.) Caches must have the name of the cache on the exterior, interior if a nano.
- 7.) Caches will not be permitted in the following park areas:
 - Gypsy Hill Golf Course
 - In the fenced-in mini-train area
- 8.) All Department staff has the right to pull caches if they are not permitted, interfere with park operations, or if they cause undue impact on park habitat. This means the Parks & Recreation Department reserves the right to remove any cache even if a permit was granted. Geocaching is secondary to primary park uses like special events, walking, disc golf, baseball and softball games etc.
- 9.) Please do not interrupt special events, or athletic games to search for or maintain a cache.
- 10.) If owner removes cache, it must be stated on the registered website.
- 11.) We request that the owner monitor the cache every six months or as needed for repair (as potentially noted on geocaching.com) and it is maintained to be family friendly.
- 12.) Caches cannot contain items that are offensive, dangerous or perishable.
- 13.) All caches should be placed no farther than 10 yards away from the trail, side walk or road so as not to disturb flora or soil.
- 14.) We request that you direct people seeking your cache to follow, as much as possible, established trails most of the way to your cache. We discourage off trail hiking as it negatively impacts the environment.
- 15.) Caches are not permitted to be buried. A cache is considered buried if it must be dug by hand or by tool.
- 16.) Caches cannot be placed in restricted areas.
- 17.) Caches cannot be placed where tree climbing is required to hide or find them.
- 18.) Destruction or alteration of park property is not permitted.
- 19.) Tenants of acceptable conduct are set forth in The Geocachers' Creed available at www.geocreed.info.
20. FYI: Staunton Parks & Recreation has a handle on Geocaching.com, it is [StauntonParksandRec](http://StauntonParksandRec.com).

If you have read and understand the terms of this permit and agree to comply accordingly, please fill out the permit below and return to the Parks & Recreation Administration office at 1000 Montgomery Hall Park or mail to:

Staunton Parks & Recreation
Re: Geocaching
P.O. Box 58
Staunton, VA 24402-0058



Geocaching or Letterboxing Permit

Cache/Letterbox name: _____

Park: _____

Coordinates: N: _____ W: _____

Container size/description: _____

Description of Location: _____

Date permit requested: _____

Registered on www.geocaching.com ☐ Registered on www.letterboxing.org ☐

Registered on www.atlasquest.com ☐

Cache/Letterbox Owner: _____

Geocache/Letterbox 'handle': _____

Websites cache/letter will be listed on _____

Email: _____

Phone: _____

Mailing Address: _____

I have read and understand the terms of this permit and agree to comply accordingly. I will retain a copy of this permit for my records.

Signature of Applicant

Date

You will only be contacted if there is a problem or issue with your cache.

Questions? Call the rec office at 540.332.3945

For Office Use

Date received: _____

Location Verified: _____

Comments:

Approval Signature: _____

Date: _____