



Portage Park District

*** GEOCACHE PERMIT APPLICATION ***

Please submit this completed form to the Portage Park District Office. To enable us to make the best decision about your request, you must discuss the proposed location of your cache with the Executive Director or his/her designee.

Please Type or Print

| | | | | | | | |
|--|--|----------------|--|------------------------|--|---------------------------|-------------------------------|
| This application is for placement of a Geocache at the Park or Trail Name: | | | | | | | |
| | | | | | | | of the Portage Park District. |
| CACHE OWNER INFORMATION | | | | | | | |
| Name | | | | | | | |
| Street Address | | | | | | | |
| City | | State | | Zip | | | |
| Daytime Phone: | | | | | | | |
| E-Mail Address: | | | | | | | |
| CACHE DETAILS | | | | | | | |
| Name of geocache as it will appear online: | | | | | | | |
| Owner's name as it will appear online: (<i>your Geocaching.com screen name</i>) | | | | | | | |
| Website(s) where cache will be listed: | | Geocaching.com | | Other - www. | | | |
| This container is: | | Metal | | Non-breakable plastic | | Other (<i>describe</i>) | |
| CACHE LOCATION | | | | | | | |
| N | | . | | Is this a micro-cache? | | Yes | No |
| GPS Coordinates: (for example): N 41 09.514 W 081 14.482 | | | | | | | |
| W | | . | | | | | |
| DESCRIBE THE PHYSICAL LOCATION OF THIS CACHE (<i>Use additional sheet if necessary</i>) | | | | | | | |
| | | | | | | | |

I have read and agree to abide by the Portage Park District's policy on geocaching as attached to this form. I understand that violation of this policy or other Park regulations will cause my cache to be removed and may result in enforcement actions against me in accordance with Park regulations.

| | | | | |
|---|--|----------------------------|------|--|
| Applicant's Signature | | | Date | |
| Permit Disposition (for Park Use Only) | | Permit Approved until Date | | |
| | | Permit Denied | | |
| Authorized Park Official Signature | | | Date | |

Portage Park District

Policy for Placement of Geocache

The mission of Portage Park District is to conserve Portage County's natural heritage. One of the Park District's goals is to provide opportunities and facilities for recreational activities for such pastimes as wildlife watching, biking, hiking, picnicking, and canoeing which do not negatively affect conserved resources. In accordance with this mission and recreation goal, the Park District will permit the placement of geocache containers in Portage Park District properties with prior written permission.

I. General Provisions

- All requests for placement of a geocache must be submitted in writing to the Portage Park District, 705 Oakwood St. Suite G-4, Ravenna, Ohio 44266 for approval and authorization. All park rules and policies apply.

II. Required Information

- Proposed geocache location in Latitude and Longitude with a written description of the location and marked on a map.
- Name and contact information of person(s) or organization placing geocache, including geocache website where posted.
- Completed geocache request form, to be provided by Portage Park District.

III. Criteria for Review

The following is a list of criteria to be used in evaluating geocache proposals:

- Impact to threatened and/or endangered species.
- Impacts to sensitive areas or unique features.
- Hazards and/or unnecessary risks.
- Consistency with current land use.

IV. Requirements for Geocache

Once approved for placement the geocache must meet the following requirements:

- Park District rules stipulate that visitors must stay on designated trails. Geocaches may only be located within 10 feet of the centerline of a trail.
- Only micro, small, or regular containers are permitted (size not to exceed 12" x 12" x 12").
- Geocache containers must be labeled, clearly stating what it is and that it has been placed with permission from Portage Park District.
- The geocache must be listed as non-premium to allow all park visitors the opportunity to search for the geocache free of charge.
- The geocache must not contain any food items.
- The geocache must not contain any inappropriate, offensive, or hazardous material.
- Violation of these requirements will result in removal of geocache.

V. Requirements for Geocache Owners

Once approved for placement, these requirements must be followed:

- The geocache must be maintained and checked periodically to ensure that no problems have occurred.
- Permission must be renewed annually if the geocache is to be active on park district land for longer than one year.

- Any notice on geocache website must state that the geocache is placed on park district land with permission.
- The geocache must be listed as non-premium for the lifetime of the cache.

VI. Violation of Policy

- Violations of this policy will result in the removal of the geocache by park personnel and notice given to posting website