

Charles City County Parks require a special use permit to be filled out for any geocache placements.

Contact info:

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Hours:
Monday - Friday
8:00AM - 4:30PM

Geo-Caching

Geo-Caching, also known as GPS Stash Hunt involves “hiding” items, usually container holding various “treasures” and then providing specific Global Positional Satellite (GPS) Coordinates for each “cache” on a website. Visitors to these websites can choose which “cache” they would like to locate using their own personal GPS device. Cache searches typically being along their own “treasurers” and make an exchange once the cache has been located.

Procedures concerning geo-caching in Charles City County Department of Parks & Recreation are as follows:

1. Cache Permits

- A. Placement of a Cache on parks property is only allowed with a permit. Cache located on park property that does not exhibit the required permit is unauthorized and is subject to removal from its location.
- B. The person applying for a permit must provide a valid address, telephone number email address, driver’s license number, and the website address on which the cache will be posted.
- C. The exact location of the Cache must be pre-approved by the Director of Parks & Recreation or designee.
- D. The exact location, including GPS Coordinators must be stated on the permit.
- E. All permits will be in effect for a period of twelve (12) months and the permit can be renewed after (1) year. If during the effective period of a permit, a permit holder wants to change the location a new permit must be issued and the effective permit cancelled.
- F. Upon expiration of a permit, the permit holder is responsible for removing the Cache and for removing the Cache location from all websites and any information source.
- G. If the permit holder fails to remove the Cache, it will be removed by park staff and held for ten (10) days after which it will be disposed. Confiscation and disposal by park staff will be recorded.
- H. If it is determined that a Cache has been the cause of adverse environmental damage, the Cache may be removed by the Director of Parks & Recreation or designee and the permit cancelled.

2. Cache Container and Content

- A. Cache containers must be non-breakable, have some form of latch or other closing mechanism to prohibit content exposure to wildlife, and must be approved by the Director of Parks & Recreation or designee.

- B. Each Cache container must have an identification label affixed to the outside identifying it as an approved Cache and containing the permit number and expiration date.
- C. Caches may not contain inappropriate or dangerous items. Such items include, but are not limited to, food, medication, personal/hygiene products, pornography, weapons of any type, etc.
- D. All Caches are subject to random inspection by Director of Parks & Recreation or designee. Park staff has the authority to immediately remove any item held in a Cache deemed unacceptable or that is in violation of this policy.
- E. Charles City County is not responsible for maintenance, vandalism, or theft of any Cache or county property.

3. Cache Locations

- A. Physical Caches are prohibited inside any park building, shelter, or structure.
- B. The location of a Cache must be pre-approved by the Parks & Recreation Director or designee.
- C. Caches may not be buried, nor may vegetation or stones be disturbed to place a Cache.
- D. Caches may not be placed in dangerous inappropriate areas, underground, or underwater.
- E. Metal detectors may not be used in Cache searches.

4. Compliance

- A. Failure to comply with this policy's directive will result in the revocation of effective geo-caching permits. Continuous failure to comply with these guidelines will prevent the use of any further geo-caching permits to the non-compliant group or individual.
- B. If geo-caching activities as a whole are found to have negative impact on park resources or it safety becomes an issue in geo-cache searches, the Director of Parks and Recreation or designee may ban geo-caching from a certain area or from the entire park.

5. Cancellation

- A. Charles City County reserve the right to cancel the program at any time of a violation of County rules, parks & recreation rules, or any state, federal or local law occurs.
- B. Any complaints regarding the Geo-caching Policy, permit, or the location of a Cache should be forwarded to the Director of Parks & Recreation or designee.

Charles City County Parks & Recreation

Geo-Cache Permit

No. _____

The effective dates for this permit are _____ / _____ / _____ to _____ / _____ / _____
Month Date Year Month Date Year

This **Virtual Cache** _____ **Geo-Cache** _____ has been placed by:

Name: _____

Address: _____
City State Zip

Phone: _____
(Area Code)

Drivers License Number: _____ State _____

Email Address: _____

Website Referencing Cache: _____

Cache GPS Coordinates: _____

Physical Location Description: _____

The Cache I have placed (permit holder initials each requirements) Yes No

1. Is in a non-breakable container _____

2. Does not contain inappropriate or dangerous items _____

3. Is not buried or placed in a protected area but placed in an area approved by the Director of Parks & Recreation _____

I hereby agree to respect and adhere to the regulations set forth in the Geo-Cache Policy of Charles City County. I recognize that Charles City County has the right to cancel the program at any time. In addition, the Charles City County Parks and Recreation shall assume no responsibility whatsoever for the loss or damage to the property or injury of the holder from any cause and permit holder agrees at all times to indemnify, protect, and save harmless the Charles City County Parks and Recreation and its agents, and employees from liability in connection with permit holder's property and/or operation under this permit:

Permit Holder

Director of Recreation

Date

Date