



<b>Policy Number:</b>	<b>Supercedes: n/a</b>	<b>Created By: Matt Spruill, CPRP</b>
<b>Subject: Geocaching and Letterboxing in Parks</b>	<b>Date Issued: 1/25/08</b>	<b>Authorization:</b>

**A. Registration of Geocache/Letterboxes**

1. Placement of a cache/letterbox on New Kent County Parks property must be secured with a FREE permit. This can be obtained at the New Kent County Parks and Recreation office M-F (966-8502), 8:00am-4:30pm.
2. The person applying for a permit must provide a valid address, telephone number, email address, and website address on which the cache/letterbox will be posted along with type of cache/letterbox, exact location of cache/letterbox, and a physical description of the cache/letterbox and its contents.
3. The exact location of the cache/letterbox must be pre-approved by the New Kent County General Services Director or his/her designee whose main concern will be public safety and the prevention of undesirable impacts to natural and cultural resources.
4. The exact cache/letterbox location, including GPS coordinates, must be stated on the permit.
5. All permits are good from date of issue until December 31 of the year of issue. After that date, the cache/letterbox must be removed or renewed by phone or in person by January 15 of the New Year.  
*NOTE: If during the (1) year effective period of a permit, a permit holder wants to change the location of the cache/letterbox, a new permit must be issued and the effective permit cancelled.*
6. Upon expiration of a permit, the permit holder is responsible for removing the cache/letterbox and removing the cache/letterbox from all websites and other information sources in which the cache/letterbox is registered.
7. If the permit holder fails to remove the cache/letterbox, it will be removed by park staff and held for (15) days, after which staff will dispose of the cache/letterbox and all of its contents. Confiscation and disposal by park staff will be recorded on the permit.

8. New Kent County Parks and Recreation Staff has the right to remove a cache/letterbox for any reason.

## **B. Geocache/Letterbox Containers and Contents**

1. Cache/Letterbox containers must be non-breakable and have some form of latch or other closing mechanism to prohibit content exposure to wildlife.
2. Cache/Letterbox may not contain inappropriate or dangerous items. Such items include, but are not limited to, food, medications, alcohol, personal/hygiene products, pornography, weapons of any type, etc. Logbooks are required in all caches/letterboxes.
3. All caches/letterboxes are subject to random inspections by park staff. Park staff has the authority to immediately remove any item held in a cache/letterbox deemed unacceptable. Park staff also has the right to remove a cache/letterbox for any reason.
4. Caches/letterboxes can not be locked; they must be accessible at all times.
5. Each cache/letterbox must have information posted on the outside of the container as an “Official Geocache/Letterbox” identifying it as a cache/letterbox and must also have the owner contact information posted on it or in it and a New Kent County permit sticker. In the event that the container is too small to attach a permit sticker, the permit number must be included in the cache along with the other required information.

## **C. Geocache/Letterbox Locations**

1. Physical caches/letterboxes are prohibited in any facility, structure, or historical earthworks located in New Kent County Parks or placed in a location that would require other cachers/letterboxers to travel over or through historical earthworks without staying on a clearly marked or established path. Any cache/letterbox placed near a historical earthwork or building must reflect a note on the cache/letterbox page that the cache is not located on an earthwork or building.
2. The location of a cache/letterbox must be pre-approved by the New Kent County Parks and Recreation Division.
3. Caches/letterboxes may not be placed in dangerous, inappropriate areas habitats, underground, underwater, or in trees that require climbing. Caches/letterboxes must be obtainable between ground or surface level and no higher than 6 feet above ground/surface level.

4. No alterations of park property is allowed for cache/letterbox placement. (Example: drilling a hole, cutting limbs, etc.)
5. Metal detectors may not be used in cache/letterbox searches.
6. Caches/letterboxes must be maintained in good condition. Any cache found to be in poor condition, missing, or disabled for any reasons other than park operations will have 30 days from the first date of report to correct the condition.

## **C. Compliance**

1. Failure to comply with park guidelines will result in the revocation of effective geocaching/letterboxing permits. Continued failure to comply with these guidelines will prevent the issuances of any further geocaching/letterboxing permits to the non-compliant group or individual.
2. If geocaching/letterboxing activities as a whole are found to have a negative impact on the park resources, or if safety becomes an issue in geocaching/letterboxing searches, then the General Services Director may ban geocaching/letterboxing from certain areas or from the entire park.
3. Park staff has the right to remove a cache/letterbox from park property for any reason.