



ELKHART COUNTY PARKS

211 West Lincoln Avenue | Goshen, Indiana 46526-3280

Phone: 574-535-6458 | Fax: 574-535-6616

www.elkhartcountyparks.org | parksinfo@elkhartcounty.com

Geocaching/Letterboxing Policy #13-3 July 2013

The following policy pertains to the placement of Geocaches & Letterboxing within the boundaries of the Elkhart County Park and Recreation Department, referred to as the Elkhart County Parks. The term geocache will be used in this policy to refer to both geocache and letterboxing.

- I. Geocache Permit Process:
 - A. All geocaches placed on the Elkhart County Parks' property must have a permit.
 - B. Persons wishing to place a geocache must file a Geocache Placement Permit Application to be approved by the Elkhart County Parks' Director prior to placement.
 - C. Persons with an approved permit must meet with a designated staff member to approve the specific placement site.
 - D. The permit is good only for the location and material presented in the original permit application.
 - E. The Permit is good for three years after the date issued, unless the cache is pulled by the owner or the Elkhart County Parks, in which both parties will notify each other of the withdrawal of the cache.
- II. Geocache Material and Maintenance:
 - A. The person named on the permit application is responsible for the care and maintenance of the cache. We request that the cache be monitored monthly.
 - B. Items placed in the geocache cannot include food, alcohol, weapons, explosives, drugs, dangerous items of any kind, or any lewd material. Items found in a cache deemed to be inappropriate will be removed.
 - C. If a geocache is found in poor repair the applicant will be notified to remove or archive the cache until repairs are made.
 - D. Any damage or alteration of park facilities or natural features will result in a charge for damages commensurate with cost of repairs or replacement.
 - E. All physical caches must be in waterproof containers and identified as a Geocache.



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- III. All rules and regulations as set forth by the Park Ordinance of the Elkhart County Park and Recreation Department must be strictly followed at all times.

Adopted and Approved July 8, 2013