

## General Information

- Geocaching seekers and finders must comply with Geocaching.com guidelines. Visit [www.geocaching.com](http://www.geocaching.com) to review the Geocaching Gold Standards.
- Letterboxing planters and finders must comply with all Letterboxing North America standards. Visit [www.atlasquest.com](http://www.atlasquest.com) to review the standards.
- Oakland County Parks reserves the right to remove any geocache or letterbox that does not have a permit, or has a permit and is found to be in poor condition, of questionable content, or in an area not authorized for placement.
- We hope you enjoy exploring the Oakland County Parks! As always, “Cache In – Trash Out” and “Leave No Trace”.

## Seeking Guidelines

- Please do not dig holes, cut vegetation, or otherwise disturb the surrounding environment in any way.
- Respect the existing trail system and do not create new trails. **Take a trail map with you!**
- Replace the container in the exact location where it was found.
- Do not put anything into a letterbox without the owner’s permission. Putting trinkets into hidden containers is a geocaching practice only.
- Please be discreet when looking for the container so it will not be exposed to other trail users. Please maintain confidentiality of your finds so other can enjoy the search, too!
- If you find a container out in the open, please turn it in to the Park Office.

## Placement Guidelines

To place a geocache or letterbox in any Oakland County Park **you must obtain a permit**. Permits can be obtained, at no cost, at [www.oakgov.com/parksrec](http://www.oakgov.com/parksrec) or by calling 248.858.1486.

### Process for placing a geocache or letterbox:

1. Obtain permission for container location from Park Supervisor or Program Coordinator. **Refer to Trail Map**
  - Respect the existing trail system and do not create new trails.
  - Containers must be placed within 30 feet of either side of an existing trail.
  - Place the container in a safe area. Think about the safety of the people who will be looking for it.
  - Do not dig holes, cut vegetation, or otherwise disturb the surrounding environment in any way.
1. Fill out **Permit for Placing a Geocache or Letterbox** and turn in to Park Supervisor or Program Coordinator.
2. Label container as GEOCACHE or LETTERBOX and place container at the approved location. Containers must be transparent and clearly marked.
3. Register your geocache or letterbox online.
  - Please do not use ammo boxes, PVC piping or other containers that might cause alarm.
  - Offensive, illegal or dangerous items are not allowed in any container. Any container with questionable content will be removed without prior notification.

After one year the container should either be removed or relocated at least 500 feet from the previous location. **Follow the Process above for placing a geocache or letterbox.**



## Permit for Placing a Geocache or Letterbox

Name \_\_\_\_\_

Geocaching/Letterboxing Nickname \_\_\_\_\_

Primary Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Cache/Letterbox \_\_\_\_\_

Please describe the container and contents.

Coordinates of Geocache: \_\_\_\_\_

Park \_\_\_\_\_ Trail Name \_\_\_\_\_

OR

Detailed Description of Letterbox location:

### DO NOT WRITE IN THIS BOX

Date Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Driver's License # \_\_\_\_\_

**Permit holder must notify Program Coordinator of any change in location of the cache and register the change with Geocaching.com or Letterboxing.org.** This permit may be revoked at any time. Permit is valid only for the cache or letterbox listed above and is non-transferable.

Questions should be directed to the Program Coordinator, Derenda Howard, at 2800 Watkins Lake Road, Waterford, MI 48328; 248.858.1486; or at howardd@oakgov.com.

Statement of liability: Permit holder hereby releases, waives, and discharges the County of Oakland and the Oakland County Parks and Recreation Commission, its departments, officials, employees and agents, from all liability to Permittee against all claims, judgments, lawsuits, damages or expenses or whatsoever kind or nature for any and all bodily or mental injury, loss of life, and or damage to or loss of any and all property, rising out of occurrence related to (1) this permit; (2) the activities authorized by this permit; and (3) the use of occupancy of the premises which are subject of this permit, as well as any other county-owned lands.

I have read the conditions governing this permit and the accompanying guidelines and agree to abide by them in the conduct of my operations under this permit.

\_\_\_\_\_  
Permit Holder Signature

\_\_\_\_\_  
Oakland County Parks Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date