



## **GEOCACHE PROCEDURES & REQUIREMENTS**

The Village of Oakwood Hills (Village) recognizes the positive aspects of geocaching and welcomes the opportunity to offer this throughout our parks. In order for us to offer this as a safe and enjoyable program, while causing minimal impact to our parks, we ask that individuals and/or organizations wishing to place caches on Village property follow the procedures below. All proposed locations will be evaluated by the Village for the following:

- Sensitivity to the area
- Potential impact on the habitat
- Current development or restoration plans
- Public safety
- Other issues related to the site

### **General Procedures and Requirements:**

1. Prior to placing a cache, the **Application for Geocache Placement** must be completed, submitted, and approved by the Village. It is understood that to complete the form you will need to record the exact coordinates of the cache.
2. The completed form will be sent for approval to the Village Chief of Police, and the Park, Lake & Fen Committee Chair. Once approved by both, you will receive a copy authorizing placement; only then may you post it on the geocache website.
3. The geocache location must be given to the office with latitude and longitude coordinates. If the geocache is a multi-cache, coordinates for each location are required.
4. Personal information of the individual placing it must be provided and all blanks on the paperwork must be completed in full.
5. A list of items to be initially placed into the geocache must be noted. Geocaches may not contain food items, inappropriate, offensive or hazardous materials.

### **Geocache Placement Requirements:**

1. The location can only be in an area open to the public and no more than 12 feet from a designated trail.
2. The container must be no greater than 4"x8"x12".
3. There is a limit of 4 caches per site. Certain sites are closed for geocaching. Geocaches are not to be placed on designated nature trails or in the Illinois State Nature Preserve Oakwood Hills Fen.
4. Geocaches may not be buried and no vegetation or natural features disturbed in any manner.

5. The geocache may not be affixed to any man-made structure (bench, sign, pole, fence, water pump, building, etc) or natural feature (rock, tree, stump, root, etc) in a manner deemed harmful by Village personnel. This applies but is not limited to items requiring magnets, tapes, nails, rope/string, staples or anything else to hold them in place. This does not stop anyone from hiding caches under logs, in tree holes, in or under downed trees, in brush, under brush, etc – it is simply meant from stopping individuals from permanently or temporarily attaching a cache to an object.
6. The geocache shall not be placed in an area that has the potential to cause harm to individuals seeking the cache or the area surrounding the cache.
7. No geocaches shall be hidden or sought after sunset, for any reason.

**Requirements for Geocache Owners:**

1. The individual placing the geocache is responsible for maintaining the cache as necessary and removing the cache from the geocache web site if it is removed for any reason.
2. All geocaches must be removed by the end of the year or renewed prior to the beginning of the next calendar year. All caches not renewed will be removed.
3. The following information must be placed on the geocache website notice:
  - This geocache has been placed on Village of Oakwood Hills land with permission.
  - Please do not place food items or inappropriate, offensive or hazardous materials in this cache.
  - If you have any questions or concerns regarding this cache or would like information on other geocaches located in our parks, please contact the Village at 815.444.9435.
4. Do not place the following items in the cache: food, inappropriate, offensive, or hazardous materials.
5. Absolutely no cutting of brush or other vegetation is allowed.
6. Visitors must remain on designated trails.

*The Village is not responsible for any lost or stolen caches, and is not liable for damaged caches. Through management procedures, caches may be inadvertently burned, mowed, or destroyed.*

*Non-registered caches or caches violating any other rules will be removed by Village staff. Sites are open sunrise to sunset. At certain times of the year, sites may close for a variety of reasons such as prescribed burning, and it is dangerous to enter at these times. If the above requirements are violated this will result in the immediate removal of the geocache by the Village.*