



GEOCACHING & LETTERBOXING

York County Parks and Recreation Administrative Policy

It is the policy of York County to accept a free permit to conduct geocaching/letterboxing activities in county parks. Request to conduct geocaching/letterboxing activities shall be submitted on the permit application for consideration by York County.

Procedures concerning geocaching/letterboxing in York County Parks are as follows:

CACHE/LETTERBOX PERMITS

1. Placement of a cache/letterbox on park property must be secured with a free permit.
2. 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/letterbox will be posted. York County Parks requires all the rules and regulations of www.geocaching.com to be honored and obeyed.
3. The exact location of the cache/letterbox must be pre-approved by the Recreation Supervisor or designee, whose main concern will be public safety and the prevention of undesirable impacts to natural, historical, and cultural resources.
4. The exact cache/letterbox location, including GPS coordinates, must be stated on the permit.
5. All permits will be in effect for the life of the cache/letterbox.

NOTE: If, during the 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 for removing the cache/letterbox location from all websites and any information source.
7. If the permit holder fails to remove the cache/letterbox, it will be removed by park staff and held for ten (10) days, after which staff will dispose of the cache/letterbox. Confiscation and disposal by park staff will be recorded in an incident report.
8. If it is determined that a cache/letterbox has been the cause of adverse environmental damage, the cache/letterbox may be removed by the Recreation Supervisor or designee and the permit cancelled.

CACHE/LETTERBOX CONTAINERS AND CONTENTS

1. Cache/letterbox 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 Recreation Supervisor or designee.
2. Caches/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. Log books are required in York County Parks.

3. All caches/letterboxes are subject to random inspection by Recreation Supervisor or designee. Park staff has the authority to immediately remove any item held in a cache/letterbox deemed unacceptable or that is in violation of this policy.
4. All caches/letterboxes can not be locked, they must be accessible at anytime.
5. York County is not responsible for maintenance, vandalism, or theft of the any cache/letterbox on County property.

CACHE/LETTERBOX LOCATIONS

1. Physical caches/letterboxes are prohibited inside any park building, shelter, or structure.
2. Caches/letterboxes may not be placed in locations that may lead to the creation of spur trails.
3. Caches/letterboxes may not be buried, nor may vegetation or stones be disturbed to place a cache/letterbox.
4. Caches/letterboxes may not be placed in dangerous, inappropriate, or protected areas and habitats, on cliffs, underground, or underwater.
5. Metal detectors may not be used in cache/letterbox searches.

COMPLIANCE

1. Failure to comply with this policy directive will result in the revocation of effective geocaching/letterboxing permits. Continued failure to comply with these guidelines will prevent the issuance of any further geocaching/letterboxing permits to the non-compliant group or individual.
2. If geocaching/letterbox activities as a whole are found to have a negative impact on park resources or if safety becomes an issue in geocaching/letterbox searches, the Recreation Supervisor or designee may ban geocaching/letterboxing from certain areas or from the entire park.

REVIEW AND CANCELLATION

1. York County reserves the right to cancel the program at any time if a violation of County rules, Parks and Recreation rules, or of any state, federal or local law occurs.
2. Any complaints regarding the geocaching/letterboxing policy permit, or the location of a cache/letterbox should be forwarded to the Recreation Supervisor or designee.