



**Hancock Park District**  
**1424 E. Main Cross St.**  
**Findlay, OH 45840**  
**419-425-7275**

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## Geocache/Letterbox Application Form

Name: \_\_\_\_\_

Geocacher Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

New Cache       Renewal - Year original cache permit was approved \_\_\_\_\_

Cache Name: \_\_\_\_\_

Type of cache:

Traditional       Micro       Multi-cache       Mystery/Puzzle

Event Cache       Earthcache       Challenge       Letterbox or Hybrid

Proposed Cache Coordinates: \_\_\_\_\_

Cache is located in what park: \_\_\_\_\_

Parking lot closest to cache: \_\_\_\_\_

Directions to cache (include landmarks, near playground, off Meadow Trail, etc.) *Please be detailed and specific:* \_\_\_\_\_

Description of cache hiding place: (i.e. in stump, behind large rock, etc.) *Please be detailed and specific:* \_\_\_\_\_

Description of cache container: \_\_\_\_\_

Other Comments: \_\_\_\_\_

I have read the Hancock Park District (HPD) Rules and Regulations and Geocache/Letterbox Guidelines, and my cache is in compliance. I understand that I am responsible for the cache. HPD staff may check on my cache and remove it if it does not adhere to the HPD rules, regulations, and placement guidelines. I agree that the Hancock Park District is not responsible for lost or stolen caches.

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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### Office Use Only

Permit Number \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Permit Expires 12/ 31 / \_\_\_\_\_

Approved

Denied

Hold until next year

## Hancock Park District Geocache and Letterbox Placement Guidelines

1. Anyone wanting to set up a cache site on park property needs to fill out a Geocache/ Letterbox permit application first. Permits will not be issued before completed applications are received.
2. All application sites will be checked by Hancock Park District staff prior to the issuing of a permit. Any Geocache/Letterbox found without a permit will be removed and not returned to the owner.
3. All information on caches in park property must be free. No premium paid-level caches permitted.
4. A permit is valid from the date issued to December 31 of the following year. After that date, the cache must be removed or re-permitted. There is no fee for the permit.
5. Caches are to be monitored monthly and maintained as a family friendly cache. Caches should contain no food, alcohol, firearms, drugs, or any dangerous or adult items. If a cache violates this agreement, it will be removed and not returned. An initial contents list may be required before receiving a permit.
6. All caches need to be within 15 feet of an already established and open park trail. Any off-trail hiking is discouraged as it negatively impacts the native plants and animals.
7. Not every park is a suitable site for a cache. Certain management activities and/or rare species may render an area unsuitable for a cache.
8. All caches must be located on or at ground level in a safe, non-metal container (No Ammo Boxes or PVC pipes). No caches are to be buried.
9. Each Geocache/Letterbox must have a separate application, even if the same person is submitting an application.

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Send completed applications to Natural Resources Assistant Bob Sams. For more information, Call the Hancock Park District at 419-425-7275.

**Mail completed form to:** Hancock Park District  
ATTN: Bob Sams  
1424 East Main Cross Street  
Findlay, OH 45840

**Or via e-mail to:** Bob Sams at [hpdparks@hancockparks.com](mailto:hpdparks@hancockparks.com)

**Or via fax to:** Hancock Park District ATTN: Bob Sams at 419-423-5811