



Guidelines for Placement of Geocaches on Town Property

POLICY: It is the policy of the Town of Normal to manage properties under its jurisdiction in a manner consistent with its role as a local municipal entity, and to protect the resources of the Town and provide safety and security of the site visitor. Responses to requests for placement must weigh the relative impact of this use of Town managed properties against the potential program impacts which may be anticipated. The Town highly encourages the use of “virtual” caches rather than actual caches which require the placement of a physical container at a site.

I. General Provisions

All requests for Geocache placement on Town managed properties must be submitted on the Geocache Application Form to the Parks & Recreation Department for approval and authorization.

II. Required Information

At a minimum the following information is required to be submitted with each request before the review process will begin.

- A. Proposed Geocache location shown on Google Earth Map (or similar).
- B. Name and contact information of person(s) or organization requesting authorization for placement of Geocache.
- C. List of items to be initially placed in Geocache.
- D. Representative example, actual container, or picture of container to be used for Geocache.

III. Criteria for Review of Proposals

The following list of criteria will be looked at when determining the relative impact of this use of Town managed properties. Additional site specific factors may need to be taken into consideration.

- A. Impact to Threatened and/or Endangered Species.
- B. Is proposed location of Geocache consistent with the current designated land use?
 1. Wetland, vegetation or wildlife habitat area.
 2. Nature Preserve
 3. Cultural or Historic Site
- C. Would area present physical challenges or hazards and introduce visitors to unnecessary risks?
- D. Safety and availability for users of all ages to locate the cache.

IV. Requirements for Geocache

If approved for placement, the Geocache must meet the following requirements. Violation of any of these requirements will necessitate immediate removal of Geocache by Town personnel.

- A. Container must be no greater than 4" x 8" x 12".
- B. Geocache must not contain any food items.
- C. Geocache must not contain any inappropriate, offensive, or hazardous materials.
- D. Geocache will not be attached or buried in a manner to damage vegetation or natural features.

V. Requirement for Geocache Owners

Once approved for placement the Geocache owners must meet the following requirements. Violation of any of these requirements will necessitate immediate removal of Geocache by Town personnel.

- A. Geocache must be checked at least every 90 days. Owner should notify Town staff by e-mail, letter, or personal communication of any change or removal of original geocache described in approved request.
- B. Notice on Geocache website must state the following information:
 - 1. Geocache is placed on Town of Normal owned property with permission.
 - 2. Do not place the following items in the Geocache: Food items, inappropriate, offensive, or hazardous materials.
 - 3. It is the visitor's responsibility to orient themselves with policies and rules pertaining to this Town site.



Geocache Application Form

Date: _____

Geocache Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization (if applicable): _____

Phone: _____ E-mail: _____

Town of Normal area requested to hide a Geocache: _____

GPS Coordinates: _____

General Description of area requesting to hide a Geocache (Please include address and a map with the area marked):

General Description of container/item to be hidden and its contents (please include a picture):

Please read through all the criteria and requirements before submitting this application. You will be notified as soon as a decision has been made.

(For Town of Normal Parks & Recreation Use only)

Date Submitted: _____ Approved or Denied _____ Staff: _____ Date Notified Applicant: _____