

## Hendricks County Parks & Recreation Geocaching & Letterboxing Application

Submit this application or the [online application can be accessed here.](#)

**This application is for placement of a:**

Geocache    Letterbox    Geocache/Letterbox hybrid    Other: \_\_\_\_\_  
To be hidden at:    McCloud Nature Park    Vandalia Trail    W.S. Gibbs Memorial Park

**Cache or letterbox owner and maintainer information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Geocaching username: \_\_\_\_\_

**Physical location of where this cache will be hidden (\*please attach a photo of cache hiding location\*)**

Coordinates of location: \_\_\_\_\_  
Description of cache location, including trail name if applicable: \_\_\_\_\_

Describe any potential environmental damage (consider all seasons of the year, weather conditions, and vegetation growth) and any potential safety hazards to geocachers (consider that others may try approaching your cache from a direction different than the direction you intend): \_\_\_\_\_

Is the nearest cache at least 0.1 miles (528 feet or 161 meters) away?    Yes    No  
The closest caches are named: \_\_\_\_\_

**Cache or letterbox details (\*please attach a photo of the proposed cache or letterbox\*)**

Name of cache or letterbox as it will appear online: \_\_\_\_\_  
Website(s) where cache or letterbox will be listed:    Geocaching.com    Letterboxing.org    Other: \_\_\_\_\_  
Full cache description for website (attach another sheet if needed): \_\_\_\_\_

Description of cache container (size, type of container, etc.): \_\_\_\_\_

Has the proposed cache container ever held food?    Yes    No      Is the container waterproof?    Yes    No  
Is the container clear?    Yes    No      Does the cache include "Instructions for Finders"?    Yes    No

**Please initial on each line, indicating that you have read and understand each statement below:**

- \_\_\_\_ I understand that this permit is good only for the location presented in the original permit application. This permit is also only good for the original owner/maintainer. If this cache is to be adopted by someone else, they must apply for a permit.
- \_\_\_\_ I understand that caches not in compliance with terms of this permit will be removed from the property, and this permit will be revoked for failure to comply.
- \_\_\_\_ I understand that I am to monitor this cache at least once every six months and maintain it to comply with all rules and regulations set forth in the Geocaching & Letterboxing Policy. Any cache or letterbox showing evidence of environmental damage, such as an unauthorized trail leading to it or a new clearing around it, must be moved or it will be removed by park staff. If the cache or letterbox is moved, the new location must be re-permitted.
- \_\_\_\_ I understand that this cache has a one-year limit for this location. I understand that I can reapply for a new location each year.
- \_\_\_\_ I will notify HCP&R once I have placed the cache and once it is published on the website as listed above. I understand that if the cache description is changed without approval, this cache permit may be revoked and the cache removed by HCP&R staff.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date received: \_\_\_\_\_ Review date: \_\_\_\_\_ Notification date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
 Approved    Denied   Reason for denial: \_\_\_\_\_