

Town of Tarboro Parks and Recreation Department

Geocaching/Letterboxing Policy

SECTION I: BRIEF OVERVIEW

Permits

- A. Placement of a geocache in a Town of Tarboro Parks and Recreation park must be secured with a permit; otherwise it is subject to removal by Parks and Recreation staff.
- B. Request a permit application by calling 252-641-4264 or e-mailing recreation@tarboro-nc.com
- C. After permit approval, geocaches MUST BE published on www.geocaching.com.
- D. Permitted geocaches must be placed and maintained per guidelines.
- E. Geocache permits are FREE to obtain.

Location

- A. The exact location of the cache must be pre-approved by TPR staff, whose main concern will be public safety and the prevention of undesirable impacts to natural and cultural resources.
- B. For caches, the EXACT GPS coordinates must be stated on the permit application.
- C. A map with location marked and a picture of the cache container must be included.
- D. The map indicating off limit areas, known as “No Cache Zones,” will be included with your permit application.
- E. Caches may not be placed in dangerous or inappropriate areas, sensitive habitats, underground, underwater, or more than three feet high in living trees.

Limitations

- A. Caches can be placed no more than 50 feet off a designated hiking trail.
- B. “No Cache Zones” have been established. Caches/letterboxes may not be placed in these sensitive areas; refer to enclosed map.

SECTION II: APPLICATION PROCESS

Application

- A. Call 252-641-4264, visit Tarboro.RecDesk.com, e-mail recreation@tarboro-nc.com, to request a Geocache/Letterbox Permit Application
- B. Application can be submitted by e-mail to recreation@tarboro-nc.com or in person at EL Roberson Center, 305 W. Baker Street, Tarboro, NC 27886
- C. Upon receipt of application, Parks and Recreation staff will send a confirmation e-mail acknowledging receipt of your permit application.
 - 1. If there is missing information, staff will contact you.
 - 2. If all information required is provided, staff allows up to 14 days to process.

- D. Identify the Tarboro Parks and Recreation park where you would like to place a cache/letterbox
- E. Parks open to hiding geocaches and planting letterboxes:
1. Indian Lake Park
 2. Indian Lake Sports Complex
 3. Braswell Park
 4. Livesay Park
 5. Clark Park
 6. EL Roberson Center
 7. Riverfront Park
 8. Courthouse Square
- G. You must provide:
1. Park Name
 2. **FOR CACHES** - exact GPS Coordinates for proposed cache location
 3. Type of container
 - a. Caches - nano, micro, small, regular, not chosen, multi)
 4. Username
 - a. Geocaching username
 5. Name of nearest trail(s)
 6. Valid e-mail address
 7. Valid phone number (the best phone number to reach you).
 8. Combination to lock if applicable
- H. Submit applications anytime during the year:
1. ALL permits expire at the end of the current calendar year.
 2. Permit holders must reapply by Dec. 15th to maintain their cache without interruption.
- I. Expiration
- Upon expiration of a permit, the permit holder is responsible for physically removing the cache/letterbox container and for archiving it on www.geocaching.com or retiring it on www.atlasquest.com. If the permit holder fails to remove the cache/letterbox, Nature Preserve staff will remove it; confiscation will be recorded on the permit.
- J. No Permit
- If a cache/letterbox is placed in a TPR Park without a permit, the cache/letterbox will be removed. Confiscation will be recorded, cache/letterbox notified of policy violation.

SECTION III: APPLICATION APPROVAL

- A. Once your permit is approved, you will receive a phone call from TPR staff to notify you of your permit approval and the next steps
- B. A copy of the permit and an official TPR permit number will be emailed to you and must be placed on the cache container

SECTION IV: PLACEMENT

A. Location Regulations

1. Caches/letterboxes CANNOT be placed in sensitive areas designated as a “No Cache Zone” (refer to map).
2. Must be placed in a safe environment.
3. Must be placed within 50 feet of a designated nature preserve hiking trail.
4. Digging holes is NOT allowed.
5. CANNOT be placed higher than three feet high in live trees.
6. FOR CACHES: All coordinates must be to the exact location of placed cache (if they change slightly between scouting your preferred site and placement you must update Nature Preserve staff within 48 hours).
7. Caches shall not be placed in campgrounds, playgrounds, picnic areas, in any body of water or any water structure.
8. Caches shall be clearly labeled as a geocache. Contact information should be listed on the outside of the cache as well as the name of the cache as listed on the www.geocaching.com Web site.

B. Container Regulations

1. Must be a TPR approved container
2. Must have an official TPR Geocaching permit number placed on the container with the following information filled in with a permanent marker:
 - a. Cache name
 - b. Cache box owner’s name
 - c. Phone #/e-mail address
3. Cannot be anything that might cause public alarm.
4. Must be:
 - a. Non-breakable.
 - b. Have some form of latch or other closing mechanism to prohibit content exposure to wildlife.
5. Cannot be locked unless combination is given to staff in permit application.
6. No part of a caches or the string/rope holding the container in the tree is to be secured to the tree in any way using, nails, screws, glue/adhesive, etc.

C. Contents

- a. **FOR CACHES:** logbooks are required.
- b. 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, or any inappropriate language etc.
- c. Staff have the authority to immediately remove any item held in a cache deemed unacceptable.

SECTION V: REGISTRATION

- A. You must register your cache at www.geocaching.com for it to be valid.
- B. Cache owners must state in their web description of the cache description location that participants must stay on designated trails and follow all park rules.
- C. Cache owners must include name of specific park in their cache name/letterbox names i.e. "Control 13 (Indian Lake)" "Grandkid's Cache (Riverfront Park)" "Nature's Gateway (Clark Park)"

SECTION VI: MAINTENANCE REGULATIONS

- A. Permit holder must maintain all caches and report maintenance to TPR staff.
- B. Owners are responsible to perform maintenance:
 - 1. Once every four months (3 times per year).
 - 2. After 4 Did Not Finds (DNF's) are logged.
 - 3. If trails form to cache, location must be moved. Cache must be "Disabled" on www.geocaching.com until moved to new location
 - 4. New location must be in the same vicinity as original approved location and reported to TPR for review/approval.
 - 5. Upon approval of new location, cache may be "Enabled" on www.geocaching.com
- C. Removing and Voiding Caches
 - 1. Caches should be maintained as a family friendly cache
 - 2. TPR reserves the right to remove the cache at anytime if it is felt that there are adverse effects to the surrounding area or safety concerns.
 - 3. Owners will be notified of the removal within 48 hours and a "Needs Archived" request submitted on www.geocaching.com
 - 4. Once you have removed the cache, an email should be sent with photo proof to recreation@tarboro-nc.com
 - 5. Cache must also be archived on www.geocaching.com
 - 6. Caches can be removed at any time at the choice of the permit holder with notification to TPR staff within 48 hours.
- D. Other Maintenance
 - 1. Bi-Monthly checks by TPR Volunteers.
 - 2. Bi-Annual location checks by TPR staff.
 - 3. All Caches are subject to random inspections by TPR staff.

SECTION VI: VOLUNTEER SUPPORT

Volunteers

- 1. Volunteers will provide bi-monthly checks on each cache
- 2. This volunteer will confirm each cache is;

- a. Family friendly.
 - b. Will not alarm the public.
 - c. Permit number and not expired.
 - d. No social trails are developing.
3. Volunteers should report their findings on www.geocaching.com or for each cache inspected