



City of Russellville
**Russellville Recreation & Parks
Department**

Hughes Community Center
1000 East Parkway
Russellville, Arkansas 72801
479-968-1272 Fax 968-4103

www.eteamz.com/rsvlparksdepartment

GEOCACHING – Cache Permit

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____

Work Phone: _____ E-mail: _____

Driver License: _____

Website: _____
(Website where Cache will be posted)

Cache Location: _____
(List which park the cache will be located in and the GPS Location)

Description of Cache: _____
(List exactly what the container is and all of the contents)

Description of Where Cache is Located: _____

Signature: _____ Date: _____

Approval: (office use only)

Signature: _____ Date: _____

Geocaching Policies

Russellville Recreation and Parks Department

Geocaching, also known as GPS Stash Hunting or GeoStash, involves “hiding” items, usually containers holding various “treasures” and then providing specific Global Positioning Satellite (GPS) coordinates for each “cache” on a website. Visitors to these websites can choose which “cache” they would like to locate using their own personal GPS. Cache searchers typically bring along their own “treasures” and make an exchange once the cache has been located.

Virtual Caching involves locating not a cache, but a specific landmark, feature, park sign, etc. These should be encouraged at City of Russellville Parks in lieu of physical caches.

I. CACHE PERMITS:

- A. Placement of a cache on City of Russellville Parks property must be secured with a permit.
- B. The person applying for a permit must provide a valid address, telephone number, email address, vehicle license number, copy of drivers license, and website address on which the cache will be posted.
- C. The exact location of the cache must be pre-approved by the City of Russellville Recreation & Park’s Director, whose main concern will be public safety and the prevention of undesirable impacts to natural and cultural resources.
- D. The exact cache location, including GPS coordinates, must be stated on the permit.
- E. All permits will be in effect for a period of one (1) year. The exact starting and ending dates will be recorded on the permit. Permits must be reapplied for after the one (1) year period.

NOTE: If, during the one (1) year effective period of a permit, a permit holder wants to change the location of the cache, a new permit must be issued and the effective permit cancelled.

- F. Upon expiration of a permit, the permit holder is responsible for removing the cache and for removing the cache location from all the websites and any information source.
- G. If the permit holder fails to remove the cache, it will be removed by park staff and held for ten (10) days, after which staff will dispose of the cache. Confiscation and disposal by park staff will be recorded in an incident report.

II. CACHE CONTAINERS AND CONTENTS

- A. Cache containers must be non-breakable and have some form of latch or other closing mechanism to prohibit content exposure to wildlife.
- B. Caches may not contain inappropriate or dangerous items. Such items include, but are not limited to, food, medications, personal/hygiene products, pornography, weapons of any type, etc. Logbooks are encouraged in Russellville Parks, over exchange items.
- C. All caches are subject to random inspection by Park staff. Park staff has the authority to immediately remove any item held in a cache deemed unacceptable.

III. CACHE LOCATIONS:

- A. Physical caches are prohibited in any facility or structure located in a city park.
- B. The location of a cache must be pre-approved by the Parks and Recreation Director.
- C. Caches may not be placed in locations that may lead to the creation of spur trails.
- D. Caches may not be buried, nor may vegetation or stones be disturbed to place a cache.
- E. Caches may not be placed in dangerous, inappropriate, or protected areas and habitats, on cliffs, underground, or underwater.
- F. Metal detectors may not be used in cache searches.

IV. COMPLIANCE:

- A. Failure to comply with park guidelines will result in the revocation of effective geocaching permits. Continued failure to comply with these guidelines will prevent the issuance of any further geocaching permits to the non-compliant group or individual.
- B. If geocaching activities as a whole are found to have a negative impact on park resources or if safety becomes an issue in geocache searches, then Park Director may ban geocaching from certain areas or from the entire park.