

**City of Hot Springs
Parks & Trails Department
Administrative Policy for Placement of a Geo-cache in a City Park**

The approval of cache content and location must be granted by the Parks & Trails Department prior to placement of any items on City of Hot Springs public lands. Please call (501) 262-1519 to schedule an appointment to meet on-site at the location of your proposed cache.

1. You must submit a Geo-cache Permit Application to the Parks & Trails Department before you develop and/or advertise your site. Geo-cache Permit Application forms are available at the Parks Maintenance office located at 236 Davidson Drive, Hot Springs, AR., the City's website: <http://www.cityhs.net/208/Policies-Forms>, or from the Parks Superintendent at the on-site approval meeting.
2. When the completed Geo-cache Permit Application is received a cache number will be assigned. A copy of the completed permit signed by the Parks Superintendent will be mailed or emailed to the applicant to keep for their file. All originals will be filed at the Parks Maintenance Office at 236 Davidson Drive. A geo-cache permit is good for one year. However, extensions can be obtained in one year increments up to two additional years. Notify the Parks & Trails office at (501) 262-1519 if a cache is removed. You can also email to the following: parktrl@cityhs.net
3. Geo-cache participants must abide by all rules and regulations of the City of Hot Springs Parks & Trails Department that are posted in Parks and Parks lands as well as the following geo-cache specific guidelines.
 - a. Participants of geo-caching must restrict their activities to areas that are open to the public. Caches are off limits on closed roads unless traveling by foot.
 - b. Access routes and caches should avoid fragile areas, such as rock shelters, caves, bogs, wetlands, steep slopes, historic structures, and other sensitive sites.
 - c. Do not interfere with or detract from other visitors' experiences.
 - d. Do not dig soil or cut vegetation when developing a cache.**
 - e. Caches should be no more than 1 gallon in size.
 - f. Containers must be labeled on the outside so that it would not be mistaken as containing hazardous materials.
 - g. Caches need to be public; NO 'Members Only' or subscription caches. Please encourage friends and fellow geo-cache participants to follow these guidelines and be responsible and environmentally ethical when geo-hunting.

SAFETY

- ✓ Geo-cache participants should only attempt hunting sites according to their experience level.
- ✓ Please carry a map and compass in case of poor satellite reception. GPS units compute distances in straight lines only. Differences in distance due to access as well as obstacles (cliff, rivers, ponds, canyons) should be considered before attempting the cache location.
- ✓ Geo-cache participants must plan ahead for their hunt by making sure they have adequate water, food, proper clothing, footwear, first aid kit and other items needed for travel in natural surroundings.
- ✓ The use of ladders, ropes and other vertical equipment is prohibited. Caches should not be placed in areas needing any of this equipment to access.
- ✓ City of Hot Springs Parks & Trails does not take any responsibility for any injuries that may occur to an individual due to hazardous placement of a cache.

City of Hot Springs
Parks and Trails Department
GEO-CACHE PERMIT

No. _____

The effective dates requested for this permit are: _____ / _____ / _____ to _____ / _____ / _____, fulfilling the requirement which states that an appropriate cache may be placed at an approved site in a City Park for 12 months.

This Geo-cache permit is requested by:

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone #: () _____ Fax#: () _____

Drivers License Number: _____

Email Address: _____

Cache Code _____ Name: _____

Cache GPS Coordinates: _____

Physical Description of Area: _____

Physical Description of Container: _____

Type of Cache: _____

Photo of proposed Cache and Container attached: Yes _____ No _____

Photo of requested Geo-cache Site attached: Yes _____ No _____

The Cache I request to place (permit holder initials each requirement)

	YES	NO
1. Is in a non-breakable container.	_____	_____
2. Does not contain inappropriate or dangerous items.	_____	_____
3. Will not be buried or placed in a protected area, but placed in an area approved by the Parks Superintendent.	_____	_____

I hereby agree to adhere to the City of Hot Springs Parks and Trails Department Policy for Geo-caching. In addition, the City of Hot Springs shall assume no responsibility whatsoever for the loss or damage to the permit holder's property or injury of the permit holder from any cause. The permit holder agrees at all times to indemnify, protect, and save harmless the City of Hot Springs, its agents, and employees from liability in connection with the permit holder's property and/or operation under this permit.

Applicant

Parks Superintendent

Date

Date

For date extensions, see reverse side/below

City of Hot Springs
Parks and Trails Department
GEO-CACHE PERMIT - EXTENSION 1

No. _____

Per Parks and Trails Department Policy for Geo-caching this permit is approved for a twelve (12) month extension beginning: / / to / / .
Mo Day Year Mo Day Year

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone #: () _____ Fax#: () _____

Applicant

Parks Superintendent

Date

Date

City of Hot Springs
Parks and Trails Department
GEO-CACHE PERMIT - EXTENSION 2

No. _____

Per Parks and Trails Department Policy for Geo-caching this permit is approved for a twelve (12) month extension beginning: / / to / / .
Mo Day Year Mo Day Year

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone #: () _____ Fax#: () _____

Applicant

Parks Superintendent

Date

Date