

Charter Township of Oakland, Parks and Recreation Commission

Return To: Mailing Address:, **4393 Collins Road, Rochester, MI 48306**
Physical Location: 4480 Orion Rd, Rochester, MI 48306 (office on 2nd floor of Paint Creek Cider Mill)
Phone: 248-651-7810 Fax: 248-601-0106 email: ckasprzak@oaklandtownship.org

Guidelines for Placing a Geocache in Oakland Township Parks

Definitions

Geocaching – an outdoor recreational activity in which participants use a Global Position System (GPS) receiver or mobile device and other navigational techniques to hide and seek containers or locations

Geocache or cache – a container that is hidden for other geocachers to seek. Typically contains a logbook and may also contain trinkets. Referred to in this document as “physical caches” for clarity.

Earth cache – a specific geological location that people can visit to learn about a unique geoscience feature or aspect of Earth. Visitors to earth cache sites can see how our planet has been shaped by geological processes, how we manage resources, and how scientists gather evidence. As a part of [geocaching](#), an earth cache adventure is treasure hunting for geological and geographical caches that Earth itself has stored. The treasure is the lessons people learn about our planet.

Geocacher or cacher – a person that hides and seeks containers or locations

OTPR – Oakland Township Parks and Recreation

Guidelines

1. To establish a physical cache or earth cache in any Oakland Township Park a person must first obtain a permit. These can be obtained, at no cost, from the OTPR office by mail, fax, email, or in person.
2. Containers for a physical cache must be transparent. Do not use ammo boxes, PVC pipes or other containers that might cause alarm. The physical cache must contain the permit and information on geocaching in case any non-participant finds the cache.
3. Offensive, illegal or dangerous items are not allowed in any physical cache.
4. When placing a physical cache do not disturb the surrounding environment in any way. This includes digging holes, planting new plants, cutting vegetation, or attaching the cache to live trees.
5. Place the cache in a safe area. Think about the safety of people who will be looking for your cache and use common sense.
6. A physical cache must only be located in the following park areas:
 - a. Bear Creek Nature Park: Only open fields, hedgerows and edge of woodlands adjacent to trails in area south of the skating pond. ***This does not include forest in northern section of park.***
 - b. Cranberry Lake Park: Only open fields, hedgerows and edge of woodlands adjacent to trails. ***This does not include 16-acre historic district where farmstead is located nor the lake edge and adjacent forest.***
 - c. Marsh View Park: Only open fields, hedgerows and edge of woodlands adjacent to mowed trails in southern half of park. ***This does not include the northern half of the park.***
 - d. Charles Ilsley Park: Only open fields, hedgerows and edge of woodlands adjacent to mowed trails. ***This does not include the woodland in the northeastern corner of the park.***
 - e. Mill Race Trail: Only area immediately adjacent to trail. ***This does not include the banks of the mill race itself.***

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- f. Gallagher Creek Park: Only area within interior of path and parking lot.
 - g. These areas are indicated on maps that will be given to people who apply to place a cache. Exceptions may be made at the discretion of OTPR staff.
7. Place physical caches and earth caches so people can use the established, official trails as much as possible, staying away from wetlands and other ecologically sensitive areas.
 8. Earth caches must be placed so that geocachers do not need to leave official, established trails or developed areas to view. All descriptions of the site must encourage geocachers to respect the natural areas and stay on trails.
 9. When hunting for or hiding a cache you must abide by Oakland Township Parks' rules and regulations, including, but not limited to: only park in approved parking spaces; and only visit during daylight hours.
 10. The cache location will be reviewed annually to determine if the location remains appropriate or if it is causing safety issues, harm to the ecosystem, or other problems. Caches that have not been visited within the last year will be removed. This review must be done in coordination with the OTPR staff.

Please be aware that if a large number of cache permits are requested, OTPR reserves the right to put limits on the number of caches allowed in each park.

OTPR reserves the right to remove any cache that is in an inappropriate location, causing undo impacts on the ecosystem, or deemed unsafe.

These guidelines were written to protect the well-being of our natural areas, the safety of all park users, and allow for the future use of the Oakland Township Park system for geocachers.

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Geocaching Permit Process

1. A person contacts Oakland Township Parks and Recreation for an application form and guideline sheet; downloads from our website; or we find an “unauthorized” cache and send the owner a permit application.
2. The cacher fills out the application and returns it to Oakland Township Parks and Recreation.
3. Oakland Township Parks and Recreation goes over the permit and sends a map to the cacher showing the area(s) of the park, or a nearby park, that would be suitable for placing a cache.
4. The owner may then establish the cache in that area. The owner *must* inform the Oakland Township Parks & Recreation office of the coordinates and general location on the map.
5. Once we have the coordinates and all the guidelines have been satisfied we will send the owner a permit that should be placed in the cache or included in internet documentation if a physical cache is not placed.
6. The permit application and a copy of a map with the location on it will be kept in chronological order in a geocache folder in the office of the Oakland Township Parks and Recreation.
7. The owner and Oakland Township Parks and Recreation staff will annually assess the cache location. Depending on local impact, there may be instances when the cache might need to be removed or relocated. Cache locations may be reviewed or removed at any time if problems arise.

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Application for Geocaching Permit

Name: _____ Geocaching user name: _____

Address: _____ Phone: _____

Email: _____ Cache name: _____

Is this a multi-part cache? _____ If yes, how many parts? _____

What park(s) would you like the cache to be located in? _____

Physical Caches

What type of container will the cache(s) be in? _____

Please describe the contents of the cache: _____

Earth Caches: Please attach the educational materials that will be part of the earth cache. These documents must be reviewed by park staff before the earth cache is approved.

Describe the intended viewing location: _____

How will geocachers be encouraged to stay on trails? _____

Do not write in this box

Coordinate of cache: _____
Management unit of cache: _____

Geocacher must notify Oakland Township Parks of any change in location of the cache.

This permit may be revoked at any time. This permit is valid only for the cache listed above and is non-transferable. Questions should be directed to Oakland Township Parks, 4393 Collins Road, Rochester, MI 48306; 248-651-7810

Statement of Liability: Permittee hereby releases, waives, discharges, and covenants not to sue the Charter Township of Oakland, Oakland Township Parks & Recreation, its departments, officers, employees and agents, from any and all liability to Permittee, its officers, employees or agents, whether caused by Oakland Township Parks, its departments, offices, employees or agents.

Statement of Indemnification: Permittee hereby covenants and agrees to hold harmless, indemnify, defend and represent the Township of Oakland against any and all claims for bodily injury or property damage or any other claim arising out of or related to (1) this permit; (2) the activities authorized by this permit; and (3) the use of occupancy of the premises which are the subject of this permit, as well as any other township owned lands. This indemnification and hold harmless agreement shall extend to all loss, injury, death, or damage, proximately caused or arising out of the negligence of the Charter Township of Oakland, Oakland Township Parks & Recreation, its departments, officers, employees and agents.

I have read the conditions governing this permit and the accompanying guidelines and agree to abide by them in the conduct of my operations under this permit.

Permittee Signature _____ Date _____ Department Representative _____ Date _____