



GEOCACHE PROCEDURES

All proposed locations will be evaluated by the Conservation District staff for the following:

- Sensitivity to the area
- Land classification (recreational, dedicated nature preserve, restoration, Historic site, etc)
- Potential impact on the habitat
- Current development or restoration plans
- Public safety
- Other issues related to the site

In order to be approved, the geocache must meet the following requirements:

1. Prior to placing a cache, the District's Main Office must be contacted for pre-approval. This can be done by phone, e-mail or a letter. Once the cache location has been initially approved, the proper paperwork will be sent to you to fill out.
 - It is understood to complete the paperwork you will need the exact coordinates of the cache.
 - After prior permission has been given, you may place the cache in the approved area in order to complete the paperwork.
 - The paperwork will be sent for approval from the Chief of Police, Land & Facilities Manager and the Natural Resource Management Manager. Once approved by all three managers, you will receive a copy; then you may post it on the geocaching website.
2. Location must be given to the office with coordinates, general location and marked on a District site map. Personal information of the individual placing it must be provided and all blanks on the paperwork must be filled out.
3. The location can only be in an area open to the public and no more than 12 feet from a designated trail.
4. The container must be of clear (see through) material, no greater than 4"x8"x12".
5. There is a limit of only 3 caches per District site. Due to environmental reasons, certain sites are closed for geocaching. Geocaches are not to be placed on trails designated as nature trails.
6. The geocache may not contain any food items, inappropriate, offensive or hazardous materials.
7. The geocache may not be buried and no vegetation or natural features disturbed in any manner.
8. In addition, the geocache may not be affixed to any man-made structure (bench, sign, pole, fence, water pump, building, etc) or natural feature (rock, tree, stump, root, etc) in any manner. This applies to items requiring magnets, tapes, nails, rope/string, staples or anything else to hold them in place. This does not stop anyone from hiding caches under logs, in tree holes, in or under downed trees, in brush, under brush, etc – it is simply meant from stopping individuals from permanently or temporarily attaching a cache to an object.



9. All caches must be removed by the end of the year or renewed prior to the beginning of the next calendar year. All caches not renewed will be removed.
10. The individual placing the cache is responsible for removing the cache from the geocache web site if it is removed for any reason.
11. The following information must be placed on the geocache website notice:
 - The geocache is on McHenry County Conservation District land with permission.
 - Do not place the following items in the cache: food, inappropriate, offensive, or hazardous materials.
 - Absolutely no cutting of brush or other vegetation is allowed.
 - Visitors must remain on designated trails.
 - It is the visitor's responsibility to orient themselves with the rules of the District site.
 - Sites are open sunrise to sunset, however some gates may not open until 8am.
 - At certain times of the year, sites will close for a variety of reasons- it is illegal and dangerous to enter at these times.
12. The District is not responsible for any lost or stolen caches.

****NOTE:** Through management procedures, caches may be inadvertently burned, mowed, or destroyed. The District is not liable for damaged caches. Non-registered caches or caches violating any other rules will be removed by District staff.
12. Any violation of these procedures may result in all permitted caches being removed and any future caches being denied.