



**CITY OF LAUREL
DEPARTMENT OF PARKS AND RECREATION**

GEOCACHE GUIDELINES

1. You must receive approval from the Department of Parks & Recreation prior to placing a cache. To obtain approval you must submit the Cache Registration Form to the Main Office located at the Laurel Municipal Center 8103 Sandy Spring Road, Laurel, MD 20707. A department representative will contact you for approval of your Geocache hide. If your hide is not approved, they may be able to suggest an alternate location.
2. **All containers must be approved by the Department of Parks and Recreation. DO NOT** use PVC pipe, Ammo Cans or any other Military looking containers that may cause alarm if a non-participant happens upon the cache.
4. **DO NOT** dig any holes or disturb the surrounding environment. **DO NOT** attach caches to live trees or structures of any kind. Caches may not be placed in any sensitive environmental or historical area.
5. **DO NOT** place your cache in plain view. Attempt to conceal the cache to minimize the chances that a non-participant will spot it, which could cause worry, theft or vandalism. Try to hide the cache off the beaten path by at least a few yards to provide the finder some measure of privacy to sign the log without arousing undue alarm.
6. **DO NOT** include any of the following in the cache: food (animals chew through caches); explosives or ammo; knives; drugs or alcohol; trash (which includes broken toys); and commercial or religious brochures.
7. **Clearly mark the container** with the appropriate identification, such as "Geocaching.com", the name of the cache, and cache owner. Place a stash-note inside explaining the sport to any non-participant who may discover the cache.
8. As a cache seeker or a cache owner, you must abide by the **dawn to dusk parks hours of operation, as well as all other parks rules, regulations, and guidelines**. Carry documentation such as the cache detail sheet, so that you can explain your activity to anyone who may ask.
9. The person or group placing the cache will be responsible for the maintenance of the cache. Any cache that is not maintained or becomes in disrepair, will be removed and archived through Geocaching.com.
10. If any guidelines are disregarded your cache will be immediately removed and you will not be permitted to place additional caches in the future.

If you have any questions or would like to request a Cache Registration form, contact the Parks and Recreation Main Office at 301-725-7800.



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GEOCACHE REGISTRATION FORM

Please complete this form and return by mail or fax to: Department of Parks and Recreation, 8103 Sandy Spring Road., Laurel, MD, 20707, or fax to 301-490-5068

Name of Park: _____

Name of Person Hiding Cache: _____

Street Address _____

City _____ State _____ Zip code _____

Name of Cache _____

Geocaching User Name _____

Phone Number _____ Fax Number _____

Email Address _____

Size and Type of Cache _____

Description and Contents of Container

Location of Cache (be specific)

(Please give as much detail as possible, such as trail, landmarks, under a log, in a stump, etc.)

Coordinates of location _____ (Use WGS84)

Geocaching Participants shall be responsible for, and shall defend, indemnify, and hold harmless the City of Laurel, and its employees, officers and agents against and from any and all liability or claim of liability for personal injury, death, or property damage (including reasonable attorney's fees) arising out of the use, occupancy, conduct, operation of management of the project.

Note: All personal information is required for hiding a cache. This information is strictly for City of Laurel use, to be kept on file in the event that you need to be contacted. Cache will not be approved if full information is not provided. The City of Laurel reserves the right to deny cache placement.