

**Winnebago County Forest Preserve District
5500 Northrock Drive
Rockford, Illinois 61103
(815) 877-6100
Fax: (815) 877-6124
E-mail: wcfpd@wcfpd.org**

Geocache & Letterbox Rules & Regulations

All placements of proposed caches or letterboxes will be evaluated by Forest Preserve District staff. The evaluation will include:

- Sensitivity of the area
- Land classification (recreational, restoration, sanctuary, dedicated nature preserve, or land & water reserve)
- Potential impacts to habitats or rare, threatened, and endangered species
- Current development or restoration efforts at preserve
- Public safety concerns
- Other issues related to the specific preserve

Non-registered caches or letterboxes will be removed by District staff.

All geocaches or letterboxes to conform to existing preserve codes and regulations.

Golf courses and Macktown Forest Preserve may not be used for geocaches or letterboxes.

\$10 fee allows a person to set registered caches or letterboxes in preserves for a calendar year.

Once approved for placement the geocache or letterbox must meet the following requirements. Violation of any of these requirements will necessitate immediate removal of geocache or letterbox by District personnel.

- A. Permit number on each cache or letterbox.
- B. Location of caches or letterboxes must be given to office with coordinates and location placed on preserve maps in office.
- C. Container must be made of clear (see through) material, with a size no greater than 4"x8"x12".
- D. Geocache or letterbox must not contain any food items.
- E. Geocache or letterbox must not contain any inappropriate, offensive, or hazardous materials.
- F. Geocache or letterbox will not be attached or buried and no vegetation or natural features will be disturbed in any manner.
- G. Geocache or letterbox must be checked at least every 30 days. Proof of check will be by e-mail, letter, or personal communication by the geocache or letterbox owner with the office.
- H. There will be a limit of three (3) caches or letterboxes at each preserve.
(Please let office know if you take geocache or letterbox out of a preserve so we can let someone else put one in the preserve).
- I. All caches or letterboxes must be removed by end of year or renewed prior to beginning of the next calendar year.
- J. **Golf courses and Macktown Forest Preserve may not be used for geocaches or letterboxes.**

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Request for Geocache or Letterbox Placement

Date _____ \$10 fee _____ By _____

Preserve _____

Name _____

Address _____

City _____ State _____ ZipCode _____

Telephone _____ E-Mail _____

Cache or Letterbox Name _____

Cache or Letterbox Type

_____ Traditional _____ Multi-Cache or Letterbox _____ Puzzle/Mystery _____ Other

Description

Preserve Location (Degrees/Minutes)

N _____

W _____

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