



## **Ohio Historical Society Geocaching Policy**

The Ohio Historical Society welcomes geocaches and the people who place and seek them. In order to provide a quality experience for those we serve, the Ohio Historical Society has developed the following policy for geocaching at any of our sites. To find a site, visit [www.ohiohistory.org/places/](http://www.ohiohistory.org/places/). Please contact the site manager at the location where you wish to place a cache or email [geocache@ohiohistory.org](mailto:geocache@ohiohistory.org) with any questions you may have. Below you will find our purpose and our procedures. If you wish to view geocache owner's guidelines click here.

### **Purpose**

The mission of the Ohio Historical Society is to help people connect with Ohio's past in order to understand the present and create a better future. Geocaching is an exciting way for people to connect to Ohio's past. The Ohio Historical Society invites you to explore our sites and programs to connect with the past through the sport of geocaching. This policy addresses the placement and seeking of geocaches at our sites and Ohio Historical Markers. If you are primarily interested in seeking a geocache, please visit our geocache page available through our [www.ohiohistory.org](http://www.ohiohistory.org) home page.

Site managers may designate non-sensitive areas of the park that can be utilized for recreational activities by the geocaching community. A limited number of available permits will be decided for each area. Managers of sites operated by partner organizations will have the option to allow geocaching at the site(s) they manage. If they do, they must follow these rules or seek Ohio Historical Society approval of alternate rules. The Ohio Historical Society encourages waymarking at Ohio Historical Markers. Geocachers must contact local sponsors for permission to place a geocache. To find a listing of local sponsors for each marker, visit Remarkable Ohio ([www.remarkableohio.org](http://www.remarkableohio.org)). Contact information for many sponsors may be found at the Directory of Ohio Historical Organizations (<http://www.ohiohistory.org/resource/oahsm/directory/>).

### **Procedure**

Before a Geocaching site can be set up, the following guidelines shall be followed. If a site is set up without a permit, the cache will be confiscated after notification to owner.

## **Ohio Historical Society Geocaching Owner Guidelines**

1. An application must be completed with original signature and submitted to the site manager. A completed application must be submitted with an original signature of cache owner (see last page of this document for application form). Locations listed on the application must be within 3 feet of a designated trail, in a public use area, or in an area designated by the site manager for geocaching. A cache cannot be approved for placement in a sensitive archaeological, historical, or ecological area. Examples include historic buildings or structures, caves, or areas that contain rare, threatened, or endangered plants or animals. Options are available at most sites; please check with the site manager to locate an appropriate cache site. In no case shall access require crossing or walking on earthworks. At Cedar Bog, sites selected along the trails must be accessible without leaving the boardwalk, as visitors are required to remain on the boardwalks for the safety of the visitor and the habitat. The site area must be checked by the Site Manager or designated Ohio Historical Society employee before the application may be approved. If there is a question regarding the sensitivity of the site, the Site Manager may confer with the appropriate OHS curator or Facilities Management staff.
2. Each participating site will have a limited number of permits available. When there are no more available permits, the cache owner may be put on a waiting list for the site or submit an application at another site. Only one permit per site per individual will be issued each year. On May 1 of every year all permits expire.
3. An appointment must be made with the site manager or staff of the individual site to view the cache site area and discuss means of distribution of coordinates and other information about the cache. Once the area has been viewed and approved by the site, the application will be assigned a permit with a permit number.
4. Once a permit has been issued, the cache owner may place a cache box at the designated location. The cache box must be a plastic container with the permit number visible on the outside of the box. A copy of the General Geocaching Rules shall be taped to the inside of the lid. If a cache box is placed without a permit or before an application has been approved the box will be confiscated. An appropriate cache box must be used (e.g. no ammunition boxes). Cache owners must check sites at least every 2 months. They should send an email to [geocache@ohiohistory.org](mailto:geocache@ohiohistory.org) to report each visit. The site staff will make periodic checks as well.
5. At the end of the permit period (May 1), the cache owner will issue a statistics report to the site with the following information: how long the

cache site was out, the number of visitors to the cache site, their county, state or country of residence, age, and brief description of select items left.

6. To renew a permit, a new application must be submitted. The statistics report from the following permit period should be included in the application for renewal. A different location may be advised for the cache. If there is a waiting list at the site, the application will be put in the order it was received. After May 1, permit holders have ten business days to submit a new application or existing caches may be removed and become property of the Ohio Historical Society.
7. It will be the responsibility of the cache owner to check the cache at least every 2 months and if any illegal item is found it should be removed and reported to the site immediately. No food, alcohol, drugs, firearms, or any other dangerous or inappropriate items will be permitted in the cache box. Site staff will make periodic checks and will remove illegal items.
8. If there is a noticeable impact on the area or any problem arises with the cache, the owner shall contact the site immediately.
9. The cache owner is responsible for submitting and maintaining the cache information on geocaching.com or other geocache or earthcache web site. The Ohio Historical Society General Geocaching Rules shall be included in conjunction with distribution of the coordinates for the site.
10. If at any time the cache site violates Ohio Historical Society Rules and Regulations or the Geocaching Policy, the cache box may be taken by site staff and, at the Society's option, may not be returned to the owner.
11. The Ohio Historical Society and its staff reserve the right to own and operate their own geocaches.