



**CITY OF GAITHERSBURG
DEPARTMENT OF PARKS, RECREATION AND CULTURE
CACHE APPROVAL FORM**

Please complete one (1) form per Park request and return it to Michele Potter, Director of Parks, Recreation and Culture at 506 South Frederick Avenue, Gaithersburg, Maryland 20877 or fax to 301-948-8364.

Blohm Park, 18900 Watkins Mill Rd.
Bohrer Park at Summit Hall Farm,
506 S Frederick Ave.
Christman Park, 304 W Deer Park Rd.
City Hall Park, 29 S Summit Ave.
Diamond Farms Park,
857 Quince Orchard Blvd.
Duvall Park, 14 Holly Dr.
Green Park, 151 Bickerstaff Way
Kelley Park, 400 Victory Farm Dr.

Kentlands Lakes, 501 Firehouse Ln.
Lakelands Park, 1368 Main St.
Little Quarry Park, 540 Chestertown St.
Malcolm King Park, 1200 W Side Dr.
Morris Park, 421 Summit Hall Rd.
Observatory Park 100 DeSellum Ave.
Robertson Park, 801 Rabbitt Rd.
Travis Park, 391 Travis Ave.
Walder Park, 301 Cedar Ave.
Washingtonian Woods Park,
341 Upshire Cir.

1. Name of Person Hiding Cache: _____
Address: _____
Phone Number (H): _____ (W): _____ (Fax): _____
E-mail Address: _____
2. Are you a member of a Geocaching organization? YES NO
If yes, please list: _____
3. Proposed Name of Cache: _____
4. Geocaching User Name: _____
5. Size and description of container: _____
6. Contents of container: _____
7. Specific Name of Park Area: _____
8. Coordinates of Location: _____
9. Proposed Location of Cache - **please include a map or give as much detail as possible, such as trail name, landmarks, under a log, in a stump, by the pole, etc. so that it may be located without a GPS:**

10. Website address in which cache will be listed: _____

Approved by _____ Date _____
Michele R. Potter, Director

Note: **All personal information is required to hide a cache.** This information is strictly for City of Gaithersburg Department of Parks, Recreation and Culture use, to be kept on file in the event that you need to be contacted. Caches will not be approved if full information is not provided. The City of Gaithersburg reserves the right to deny cache placement or recommend alternate placement.

**CITY OF GAITHERSBURG
GUIDELINES FOR HIDING A CACHE**

1. To seek approval, you must submit the Cache Approval Form to the Director of Department of Parks, Recreation and Culture, 506 South Frederick Avenue, Gaithersburg, MD 20877. FAX: 301-948-8364. In most cases, you will be advised of a decision within three (3) business days.
2. The City of Gaithersburg reserves the right to deny a cache. In some cases where a cache is not approved, the Department of Parks, Recreation and Culture may recommend a more appropriate location for placement.
3. A transparent container is required. DO NOT use PVC pipe, ammo cans or any other military-looking container that may cause alarm should an unsuspecting person happen 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.
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 lead to 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. Clearly mark the container with the appropriate identification, such as Geocaching.com and the name of the cache. Place a stash note inside explaining the sport to any non-participants who may discover the cache.
7. Think SAFETY when hiding and/or seeking a cache. Use common sense!
8. As a cache seeker or cache owner, you must abide by park hours and all other rules and regulations. Review all park ordinances (attached) and list on your website/information. Carry documentation such as the cache detail sheet, so that you can explain your activity to anyone who may ask.

March 30, 2015