

Saint Michael School
80 Maple Avenue
North Andover, MA 01845



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Saint Michael School Logo Usage Permission Form

Updated Oct 2009

The Saint Michael School name and/or logo are the sole property of Saint Michael School, and may not be used without prior written consent of the Principal. Permission to use the Saint Michael School name and/or logo is restricted to the person(s) named below who have obtained permission by completing all fields and submitting the original copy of the request to the school Principal at least four (4) weeks prior to the date required.

Please mail or deliver to:

Saint Michael School
Attn: Principal
80 Maple Avenue
North Andover, MA 01845

Notes

- Submitting the request form does not guarantee approval.
- Once approval has been authorized, Saint Michael School will forward the logo and Logo Usage Guidelines.

Application Form

Name: _____ Title: _____ Date: _____

Company: _____

Address: _____ State: _____ Postcode: _____

Phone: (____) _____ Email: _____

REASON FOR REQUESTING LOGO

Advertising (Print/Television)

Merchandise or Apparel

Brochure or Literature

Website and/or Link

Other (please specify): _____

EXPLANATION OF USE

USAGE DATES

Usage Begins: / /

Usage Ends: / /

FORMAT REQUIRED

- | | | |
|-------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> JPG | <input type="checkbox"/> PDF | <input type="checkbox"/> EPS |
| <input type="checkbox"/> TIFF | <input type="checkbox"/> AI | <input type="checkbox"/> PNG |

LOGO COLOR

- | | | |
|--------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> White | <input type="checkbox"/> Blue |
|--------------------------------|--------------------------------|-------------------------------|

Please specify background color and surface that the logo will appear on:

Approval Process and Terms of Use:

You agree to the terms and conditions for usage of the Saint Michael School name and/or logo as defined in the Saint Michael School Logo Usage Guidelines. You agree to end use of the Saint Michael School name and/or logo at the end of the specified time period. Permission extends only to the specified use requested in each form submitted. If you wish to use the Saint Michael School name and/or logo in additional materials, you must submit a new request.

GENERAL RESTRICTIONS

If Saint Michael School approves the use of the Saint Michael School name and/or logo, this does not grant any right, title or interest in the logo to requested parties, other than the rights specifically granted in the actual approval. The user will not make any representation or do any act which may be taken to indicate that it has any right, title or interest in the logo except under the terms of the consent issued by Saint Michael School. The user should not assign, transfer or enable usage of the Saint Michael School name and/or logo to others, without the prior, written consent of the Saint Michael School Principal.

The user should not use the Saint Michael School name and/or logo, or any part thereof, as part of their name or identity nor use the Saint Michael School name and/or logo in a manner intended to link or associate the user or its products or services in any manner with Saint Michael School.

SPECIFICS

The user must:

- (i) not alter or modify the Saint Michael School name and/or logo in any way;
- (ii) ensure the Saint Michael School name and/or logo appears and is printed in its entirety, as supplied, by itself and not combined with any other graphic or textual elements;
- (iii) ensure the Saint Michael School name and/or logo is not used as a design element of any other logo or trademark;
- (iv) not use the Saint Michael School name and/or logo in any manner that might disparage or injure Saint Michael School's reputation;
- (v) not use the Saint Michael School name and/or logo on any web site that is not stated in the *Saint Michael School Logo Usage Permission Form*;
- (vi) ensure that the use of the Saint Michael School name and/or logo is truthful and not misleading. The user must not use the Saint Michael School name and/or logo to imply any relationship with, or endorsement or sponsorship by Saint Michael School that is not true. The user must not use the Saint Michael School name and/or logo in connection with any disparaging or negative statements about Saint Michael School or any of Saint Michael School activities etc.

On application, the user agrees and supplies Saint Michael School with all locations and forms of their use of the Saint Michael School name and/or logo. User should also be made liable to remedy any deficiencies in logo usage, as determined by Saint Michael School in its sole discretion, upon notification by Saint Michael School and in the manner requested by Saint Michael School

RESERVATION OF RIGHTS

Saint Michael School reserves the right to terminate, revoke, modify or suspend its approval of the Saint Michael School name and/or logo usage and any rights arising out of or in connection with the approval, in whole or in part, without cause, at its sole discretion at any time.

Permission to use the Saint Michael School name and/or logo will only be granted to specific projects, programs, initiatives and the Saint Michael School name and/or logo must not be attached to other projects/ programs, initiatives promoted by the same user without prior written consent. If the user completes, terminates or withdraws from the specific activity the Saint Michael School name and/or logo was approved for, then they must immediately cease to use all printed material/stationery containing the Saint Michael School name and/or logo, as well as delete the logo from their electronic records..

I hereby agree to comply with the above terms and conditions:

Applicants Signature: _____ Title: _____ Date: _____

Printed Name: _____

FOR OFFICE USE ONLY

Date of Application: _____

Authorization Granted

Authorization Denied

Signed: _____ Title: _____ Date: _____