

City of Lakewood
City Clerk's Office
6000 Main Street SW
Lakewood, WA 98499
253-589-2489

APPLICATION FOR USE OF CITY LOGO

Name: _____
(PLEASE PRINT)

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

1. Is the organization requesting use of the City logo a non-profit organization?
____ Yes ____ No

2. Please explain what the City logo will be used for: _____

3. When will the City logo be used? Starting Date: _____
Ending Date: _____

4. Where will the City logo be used?

5. What will the proceeds from the use of the City logo be used for? _____

SIGNATURE

A written report showing the use of funds must be provided within 30 days of their use. Additionally, a written report indicating the amount of gross and net funds generated by the use of the logo must be submitted within 15 days after the completion of the event where the logo was used or quarterly for ongoing events such as the sale of merchandise.

Return to: City of Lakewood, City Clerk's Office
6000 Main Street SW, Lakewood, WA 98499

-(over)-

FOR INTERNAL USE

Date Received: _____

Route to: City Manager

Approved: _____

Denied: _____ Reasons for denial: _____

Date

Signature

**CITY OF LAKEWOOD POLICY
ON THE USE OF THE CITY LOGO**

Ordinance No. 65
March 18, 1996

The logo is to be maintained as a symbol of City government and services. Use by any other organization must be specifically authorized by the City Manager and only where the following circumstances exist. The organization must be a community recognized non-profit organization and use of the logo will be restricted to events or merchandise sales which are determined by the Council or City Manager to be community based in nature (i.e. Summerfest) and open to participation or purchase by all citizens of Lakewood. Proceeds from the use of the logo through the sale of merchandise will be restricted to use by a non-profit service agency or club located within the city of Lakewood which provides open membership or use of its services to all Lakewood citizens. The City Manager must approve the specific use of proceeds and a written report showing the use of funds must be provided to the City within 30 days of their use. Additionally, a written report indicating the amount of gross and net funds generated by use of the logo must be submitted to the City within 15 days after the completion of the event wherein the logo was used or quarterly for ongoing events such as the sale of merchandise.

Any approved use of the logo shall be considered to be for the specific event, time and use so approved. Prior approval of an event shall not constitute approval for any future recurring event.

Appeals of any decision of the City Manager may be made informally to the City Council by appearing at the public comment portion of the agenda at any regular Council meeting.