



MANCHESTER-SHORTSVILLE CENTRAL SCHOOL DISTRICT

Logo Use Approval Request Form

This form must be completed and approved by Manchester-Shortsville Central School District before any individual or organization uses the District's logos, insignias, or branding elements. Unauthorized use is strictly prohibited and may result in legal action.

Section 1: Requestor Information

Organization Name: _____
Contact Person: _____
Title/Role: _____
Phone Number: _____
Email Address: _____

Section 2: Logo Use Details

Which District Logo(s) are you requesting to use?

- Primary District Logo
- Athletics Logo
- Elementary Logo
- Other (describe): _____

Purpose of Use:

- Event Promotion
- Fundraising
- Community Partnership
- Merchandise (e.g., T-shirts, hats)
- Educational Use
- Other (please explain): _____

Describe How the Logo Will Be Used:

Date(s) of Intended Use: From _____ to _____

Is this a recurring use? Yes No

Will the logo appear alongside other logos or branding?

- Yes (please attach samples/mockups) No

Section 3: Terms & Conditions

By signing below, the requesting organization agrees to the following:

1. The logo(s) may only be used for the purpose and duration stated in this request.
 2. The logo(s) may not be altered in any way without prior written permission.
 3. The logo(s) may not be used in any context that could harm the District's reputation or imply endorsement of political, religious, or commercial interests.
 4. The District reserves the right to revoke this permission at any time for any reason.
 5. The requesting party will not assign, transfer, or sublicense this approval to any other party.
 6. All use must comply with any additional branding guidelines provided upon approval.
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Section 4: Requestor Agreement

Signature of Requestor: _____

Printed Name: _____

Date: _____

Section 5: District Use Only

Approved Denied

Notes or Conditions:

Authorized District Representative Name: _____

Title: _____

Signature: _____

Date: _____

Submit completed forms and any supporting materials to:

Manchester-Shortsville Central School District

1506 Rt. 21 Shortsville N.Y. 14548

(585) 289-2160