



Linn County Logo Usage Request Form

The Linn County, Iowa logo can only be provided for use to a person, agency or group who is working on a joint County or County-funded program or project with an authorized Linn County employee. A signed Logo Usage Request Form must be received by Linn County prior to granting permission to use the Linn County logo. The Logo Usage Request Form must be signed by the Linn County Communications Director or Purchasing Director or designee to be valid.

Permission to use the logo is limited to a specific project or product. When that project or product is complete, new permission must be obtained.

Anyone other than Linn County, Iowa is prohibited from logo usage without permission granted by the County's designee. Unauthorized use is subject to action by Linn County, Iowa.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What is the name of the event or program for which Applicant seeks to use the Linn County logo?

2. How is Linn County, Iowa connected to this event or program?
 - As an active participant
 - Through funding support (e.g., sponsorship)
 - Other. Please describe: _____
3. How do you plan to use the logo?
 - Print material for promotional or educational use. Please briefly describe:

 - Digital use (examples include: a website; social media; electronic newsletter; video or other digital platform). Please briefly describe:

 - Silk screening. Please briefly describe:

 - Other. Please briefly describe:

4. What is the date or date range for the requested logo use?

5. What color version of the logo is needed?
 - Color
 - Black only
 - Grayscale
 - White only (reversed in a dark background)

Terms and Conditions

Permission to use the Linn County, Iowa logo is subject to the Applicant agreeing to the following terms and conditions:

- A. The Applicant shall not make any alterations to the logo, stretch, distort, change colors, or adapt it as part of another graphic symbol or mark.
- B. The word "County" is considered part of the logo and may not be deleted or changed in any way.
- C. The Applicant shall place the full color logo over a white, a very light tint of color or solid black background.
- D. When using the reversed logo, the Applicant shall use a background dark enough for the logo to be easily read.
- E. The logo shall never be smaller than .33 inches wide.
- F. The minimum area of clear space around the logo shall be equal to the width of the leaf in the logo.
- G. The Applicant shall not use the logo for commercial purposes.
- H. The Applicant shall not grant permission to any other person or entity to use the logo.
- I. The Applicant agrees that Linn County assumes no liability regarding the Applicant's use of the Linn County logo.
- J. The logo cannot be used for any purpose other than the purpose stated in this request.
- K. The permission granted to use the logo is solely for the program or activity described in this request. Any future use of the logo requires a new request and approval.
- L. The Applicant shall not use the logo in a manner that is likely to cause confusion over the source of the logo.
- M. The Applicant shall not use the logo for purpose that is related to a ballot initiative, direct religious purpose, or political purpose.
- N. The Applicant shall not use the logo in disparaging, inappropriate, or otherwise damaging applications.
- O. If the logo is used on electronic materials, the Applicant must hyperlink the logo to LinnCounty.org.
- P. Linn County, Iowa reserves the right to refuse permission to any person(s) or organizations requesting use of the logo.
- Q. Linn County reserves the right to terminate the Applicant's use of the logo immediately if the Applicant fails to adhere to any of the above terms and conditions.

By signing this Logo Usage Request Form, the Applicant accepts the above terms and conditions and agrees to abide by all of them. Failure to abide by all terms and conditions above will result in termination of the Applicant's use of the Linn County, Iowa logo.

Name of Applicant Organization

Mailing Address of Applicant Organization

Printed Name, Title and Signature of Person Representing Applicant

Contact Phone Number & Email Address

Linn County, Iowa hereby grants to the Applicant identified above permission to use the Linn County logo subject to the Applicant signing this form and agreeing to the abide by all terms and conditions herein.

Name, Title and Signature of Linn County Representative Authorizing Approval

Dated ____ Day of _____, 20____.

FOR QUESTIONS, CONTACT:

Joi Alexander
Communications Director
Linn County Board of Supervisors Office
319-892-5118
joi.alexander@linncounty.org