

International Facility Management Association Austin Chapter		Policy #
Subject IFMA Austin Logo Usage Policy		
Effective Date	Reviewed Date	Revised Date
Related Policies		Pages 3

PURPOSE

To set forth the terms and conditions under which all persons, vendors, businesses, IFMA Austin Chapter affiliates and other entities (referred to as “User(s)”) may use the name and logo of the International Facility Management Association of Texas Austin Chapter (“IFMA Austin Chapter”). The logo may be used only if such use is made pursuant to the terms and conditions of this policy. Use of the logo shall constitute consideration for, agreement to, and acceptance of the following terms and conditions by the User outlined in this policy.

APPLICABILITY

This policy applies to all IFMA Austin Chapter employees, contract-employees, elected leadership, and all classes of membership.

POLICY

- A. IFMA Austin Chapter members in good standing may request use of the IFMA Austin Chapter logo pursuant to the terms and conditions of this policy
- B. The IFMA Austin Chapter logo may be used with written permission by a non-member company or organization for promotion of collaborative efforts, joint efforts or other reasons at the sole discretion of the IFMA Austin Chapter Board of Directors.
- C. Use of the IFMA Austin Chapter logo shall create no rights for Users in regards to ownership of the name and/or logo. The logo shall remain at all times sole and exclusive intellectual property of the IFMA Austin Chapter.
- D. IFMA Austin Chapter reserves the right to review the use of its logo at any time. Users may be asked to submit to IFMA Austin Chapter samples of logo usage from which IFMA Austin Chapter may determine compliance with these terms and conditions.
- E. Any disregard of the IFMA Austin Chapter logo Usage Policy may result in revocation of the right to use the IFMA Austin Chapter logo and termination of membership with the IFMA Austin Chapter.
- F. IFMA Austin Chapter reserves the right to prohibit use of its logo without notice, if IFMA Austin Chapter determines, in its sole discretion that a Users usage, whether willful or negligent, is not in accordance with the IFMA Austin Chapter Logo Usage

Policy or in any way could discredit the IFMA Austin Chapter or tarnish its reputation, goodwill and brand.

- G. Each member, partner or Authorized entity that uses the IFMA Austin Chapter logo agrees that upon written notice from the IFMA Austin Chapter, it will immediately discontinue any usage of the IFMA Austin Chapter logo that the IFMA Austin Chapter, within its sole discretion, determines to be a violation of terms of use as outlined in this document.

PROCEDURES

- A. Use of the IFMA Austin Chapter logo requires prior approval of the IFMA Austin Chapter Board of Directors (or designated representative) for all persons, vendors, businesses, IFMA Austin Chapter affiliates and other entities seeking to use it. Applicants must submit an IFMA Austin Chapter Logo Usage Request Form, accompanied by samples of the products, publications, etc., that will bear the IFMA Austin Chapter logo.
- B. Upon the approval of the IFMA Austin Chapter Board of Directors (or designated representative), the IFMA Austin Chapter will make its logo available in a format appropriate for either print or electronic media.
- C. The logo may not be revised or altered in any way, and must be displayed in the same form as produced by the IFMA Austin Chapter, except that the logo may be enlarged or reduced in size proportionally.
- D. Graphic devices (such as outlines boxes, shading, additional text, etc.) may not be added to or near the IFMA Austin Chapter logo when such devices could be interpreted as being part of the IFMA Austin Chapter logo.
- E. The IFMA Austin Chapter logo may not be used within or as part of any other symbol, mark or logo.
- F. Standard and accepted graphic design principles should be applied to the IFMA Austin Chapter logo usage in all situations:
 - a. Do not place the logo on a color background without sufficient contrast.
 - b. Do not use a positive version of the logo on a dark background.
 - c. Ensure that the placement and background creates good legibility.
 - d. Ensure that the logo is of a minimum size to be easily identified.
 - e. Never allow other graphic elements to clutter or enter the IFMA Austin Chapter logo space

International Facility Management Association Austin Chapter	
IFMA Austin Chapter President Signature	Date

IFMA Austin Chapter Logo Usage Request Form

Use of the IFMA Austin Chapter logo requires prior approval of the IFMA Austin Chapter Board of Directors (or designated representative) for all persons, vendors, businesses, IFMA Austin Chapter affiliates and other entities seeking to use it. Applicants must complete and submit an IFMA Austin Chapter Logo Usage Request Form, accompanied by samples of the products, publications, etc., that will bear the IFMA Austin Chapter logo for consideration.

Date: _____

Name of Requesting Organization: _____

Address of Requesting Organization: _____

Name of Requestor: _____

Title of Requestor: _____

Phone: _____

Email: _____

Please explain how you plan to use the IFMA Austin Chapter logo:

The undersigned User hereby agrees to release and indemnify and hold harmless the IFMA Austin Chapter, its officers, agents, and employees, from all liability and claims of any kind, including claims based on negligence, for any injury, loss or harm that might arise or occur during or in connection with the Users' use of IFMA Austin Chapter logo. I have read the IFMA Austin Chapter Logo Usage Policy and agree to and accept its terms and conditions in its entirety.

Signature of Requestor: _____ Date: _____

Print Name: _____

IFMA Austin Chapter Board of Directors (or designated representative) Use Only

Accepted

Declined

Comments:

IFMA Austin Chapter Signature:

Date: