

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 01 ADMINISTRATIVE	POLICY #: 01.02.07.01
SECTION: 02 ADMINISTRATIVE ORGANIZATION	
SUBJECT: 07 CITY POLICY DIRECTIVES	
ITEM: 01 CITY SEAL & CITY LOGO	
	OFFICE/DEPARTMENT: CITY ATTORNEY
	EFFECTIVE DATE: 04/03/96
	CITY MANAGER: MICHAEL LEVINSON
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PURPOSE:

To develop a policy related to the use of the City Logo by entities other than the City officials or employees in the performance of their duties.

LEGISLATIVE AUTHORITY:

Section 165.043, Florida Statutes, states that the manufacture, use, display, or other employment of any facsimile or reproduction of a municipal seal, except by county or municipal officials or employees in the performance of their official duties, **without the express approval of the governing body**, is a second degree misdemeanor.

Chapter 2, Article IX, Sections 2-321 through 2-326 of the Code of Ordinances of the City of Coral Springs relate to the Official Seal.

Section 2-325 of the Code requires that any facsimile or reproduction of the official city seal shall only be manufactured, used, displayed or otherwise employed by any person, firm or corporation upon the approval of the City Commission.

POLICY:

The City Commission, at the April 2, 1996 City Commission meeting, decided the facsimile of the City Seal shall only be permitted to be used for certificate official uses pursuant to Section 2-324 of the City Code. The adopted City Logo may be used by other persons, firms or corporations as outlined in this Policy.

OBJECTIVE:

To develop an application procedure for the manufacture, use, or display of the City Logo by any person, firm or corporation and to establish criteria for the use of the City Logo by other than municipal officials or employees in the performance of their official duties.

APPLICATION:

The person, firm or corporation shall apply for the use of the City Logo on the application form available from the Department of Community Relations. The application must include, but not be limited to the following information: name, address and telephone number of the corporation, name and telephone number of contact person, and a statement of the reason for requesting the use of the City Logo, including how the use of the City Logo will advance the mission statement of the City. In addition the application shall state the period of time for which the person, firm or corporation desires to use a facsimile or reproduction of the City Logo. A rendering/diagram of how the City Logo will be incorporated or used shall accompany the application.

Upon receipt of the application, the Department shall make a recommendation to the City Commission at the next available City Commission meeting. Upon approval by the City Commission, the person, firm or corporation shall enter into an agreement with the applicable party. **The approval for the facsimile or reproduction of the City Logo is non-exclusive. Exception: The use of a facsimile or reproduction of the City Logo may be approved by the City Manager where the applicant is co-sponsoring an event with the City and the fee may be waived.**

CRITERIA:

The City Logo may be used in conjunction with businesses and organizations which promote family values and products and services which project wholesome images. The City Logo shall not be used by firms, corporations, or persons representing or promoting political or religious activities; alcohol or tobacco products, sexually explicit materials, or any other product, service or business which offends the general moral turpitude of the community.

The City Commission may, by a majority vote, determine not to allow the City Logo to be used by an applicant.

FEE SCHEDULE:

The City Commission of the City of Coral Springs shall adopt a fee schedule for the use of the City Logo by firms, corporations or persons. The fee schedule shall consider the period of time for which the party desires to use the Logo.

Michael S. Levinson, City Manager

Date

EFFECTIVE DATE: April 3, 1996

POLICY NUMBER: 01.02.07.01

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