



City of Leon Valley Irene Baldrige Community Center Use or the Conference Center Fee Waiver for City Staff Members with 25+ Years of Service

1. Purpose

The purpose of this policy is to recognize the long-term dedication and service of City of Leon Valley employees who have served the community for twenty (25) or more years by offering a one-time waiver of rental fees for the use of the Irene Baldrige Community Center or Conference Center. This policy demonstrates the City's appreciation for the commitment and contributions of its long-serving employees.

2. Eligibility

- a) The employee must have completed **twenty-five (25) or more consecutive years** of service with the City of Leon Valley.
- b) The employee must be **currently employed** by the City or have **retired in good standing**.
- c) The waiver applies **only to the eligible employee** and **may not be transferred** to another individual.

3. Benefit Description

- a) Eligible employees are entitled to a **one-time waiver** of the rental fee for the Irene Baldrige Community Center or Conference Center.
- b) The waiver covers **only the facility rental fee**.
- c) **Additional fees** such as the cleaning/damage deposit, insurance, and any optional equipment or setup fees are not included in the waiver and remain the responsibility of the employee. Security fees may be waived if a staff person volunteers to open and close the facility.
- d) The waiver is valid for one personal event (such as a family gathering, celebration, or retirement event) and is subject to facility availability.

4. Reservation Process

- a) The employee must submit a **Facility Use Application** to the Community Relations Department at least **30 days prior to the event date**.
- b) The application must include a **completed Fee Waiver Request Form** indicating the intended date and purpose of use.

- c) The **Community Relations Department** shall coordinate with **Human Resources** to verify and confirm the employees' years of service and eligibility.
- d) Upon approval, the employee will receive written confirmation of the reservation and waiver.
- e) All standard facility reservation policies apply, and reservations are approved **on a first-come, first-served** basis.

5. Conditions of Use

- a) All City facility rules, regulations, and policies apply to events held under this waiver.
- b) The employee is responsible for any damages, additional cleaning fees, or violations of facility use policies.
- c) The City reserves the right to deny, reschedule, or revoke reservations if policies are not followed or in the event of City priority use.
- d) The waiver **does not guarantee** reservation availability; dates are reserved on a **first-come, first-served** basis.
- e) The waiver does not hold monetary value and cannot be exchanged or transferred.