



Ida Lee Park Tennis Center

March 2, 2020

Dear Tennis Patron,

It's seasonal contract application time again at the Ida Lee Park Tennis Center! Enclosed is information for the upcoming tennis court reservation process for the 2020-2021 season. The indoor season will run from September 8, 2020, through April 9, 2021. Please read it over carefully and fill out your Application completely and legibly. If you have questions or need some help, please call 703-737-6044 and ask to speak to Jowita or email jsnowden@leesburgva.gov. Applications must be received at the Ida Lee Park Tennis Center by 5 pm on Wednesday, April 1, 2020 (Full Season) & April 8, 2020 (Short Season). All applications received after these dates will be processed after all other applications turned in before the deadline.

Contract Levels and Assignment Process...

Our contract levels are broken down into 3 different categories, and are assigned in the following priority: 1. Full Season. 2. Fall/Winter Short Season. 3. Custom Short Season. Within each of these contract levels court allocation is as follows:

1. Full Season (September 8 – April 9)

- 1) Leesburg Resident – Returner (any previous contract length)
- 2) New Leesburg Resident
- 3) Non-Resident – Returner (any previous contract length)
- 4) New Non-Resident

2. Fall or Winter Short Season (September 8 – December 22) & (January 2 – April 9)

- 1) Leesburg Resident – Returner (any previous contract length)
- 2) New Leesburg Resident
- 3) Non-Resident – Returner (any previous contract length)
- 4) New Non-Resident

3. Custom Short Season minimum of any consecutive 15 weeks between September 8 – April 9

- 1) Leesburg Resident – Returner (any previous contract length)
- 2) New Leesburg Resident
- 3) Non-Resident – Returner (any previous contract length)
- 4) New Non-Resident

Contract processing...

In order to expedite the scheduling process, applications must be complete in order to be processed. If there is not a check attached or a valid Credit Card number provided on the payment form, the application will be considered incomplete. ***All contract applications must be submitted in person to a Tennis Attendant or the Tennis Supervisor.*** Upon receiving a completed application a Tennis Attendant will place it in the safe until it is collected by the Tennis Supervisor for processing.

We look forward to seeing you at the Ida Lee Park Tennis Center!

Jowita Snowden
Tennis Supervisor

Ida Lee Park Tennis Center

2020-2021 Indoor Seasonal Court Time Information

Seasonal court time will begin on September 8, 2020 and end on April 9, 2021. **Seasonal play may also be affected due to tournaments or special events with dates to be determined.**

SEASONAL COURT TIME EXCEPTIONS

Seasonal Court time is **NOT** held on the following dates and contract holders will not be charged:

Thursday, November 26 - Friday, November 27
Wednesday, December 23 – Friday, January 1

APPLICATION INSTRUCTIONS

Step 1-Fill out your APPLICATION

Complete all information on the application. State your choice of day and starting time plus a second or third choice if you would like. You may be very general with your time (for example: Monday, 1-5pm) but be prepared to accept whatever time is allotted within that time frame. Increments are in 30 minutes with a minimum of one hour.

Step 2-Submit your APPLICATION

Submit your application in person at the Ida Lee Tennis Center. Please observe the following schedule for submittal deadlines:

- Requests for full season are due Wednesday April 1, 2020 by 5pm.
- Requests for short season (fall/winter/custom) are due Wednesday April 8, 2020 by 5pm.

Step 3- Court Assignments

After the applicable submission deadline has passed, applications are randomly drawn from each reservation category. Applicants will be given one of the three choices listed on the application until all requests have been filled or all available times have been filled. Forms that are illegible or incomplete will not be considered. The Tennis Supervisor will notify the Contract Holder of his or her designated day and time of court allocations. The Town of Leesburg's Parks and Recreation Department reserves the right to place a group on any available court and to provide instruction on adjacent courts.

Step 4-Payment

Upon assignment of court time, you will be required to sign a contract for your time. Once you have signed the contract, your payment is not refundable under any circumstances. The Applicant is responsible for collection and payment of all court costs. **Payment must be made by one credit card or by one check from the account of the contract holder.** Any credits due to facility closures will be credited solely to the contract holder. He or she will reimburse players at his or her discretion. **If there is not a check attached or a valid credit card number provided on the payment form, the application is considered invalid.** Payment should be made in full by April 27, 2020 or by installments with automatic withdrawals from a credit or debit card on April 27, June 13 and August 15, 2020.

2020 -2021 COURT RATES

The following seasonal court rates will be in effect for the 2020-2021 indoor season:

Monday-Friday	Early Bird	7:00am-9:00am	\$25/hr
	Non-Prime	9:00am-4:30pm	\$30/hr
	Prime	4:30pm-10:00pm	\$34/hr
Saturday	Non-Prime	7:00am-4:00pm	\$28/hr
	Prime	4:00pm-10:00pm	\$34/hr
Sunday	Non-Prime	8:00am-4:00pm	\$28/hr
	Prime	4:00pm-9:00pm	\$34/hr

SHORT SEASON (FALL/WINTER/CUSTOM)

There are 3 choices for short season time:

- FALL SHORT, which will run from September 8, 2020 - December 22, 2020.
- WINTER SHORT, which will run from January 2, 2021 – April 9, 2021.
- CUSTOM SHORT SEASON, which consist of a minimum of 15 consecutive weeks of your choice between September 8, 2020 and April 9, 2021.

NON-RESIDENT PLAYER FEE

\$4.00 per Non-Resident player, per visit in addition to applicable court fees, must be paid upon entrance to the facility. **Non-Residents are patrons whose address falls outside of the town limits, and do not pay Town of Leesburg taxes.**

WINTER HOURS OF OPERATION

Monday-Saturday	7am-10pm
Sunday	8am-9pm

MAKE-UPS

Any cancellation due to a facility closure of the A.V. Symington Indoor Tennis Center is due a make-up session or a credit. Make-up sessions are at the discretion of the tennis center, based on court availability. It is the policy of the Ida Lee Park Tennis Center that no refunds or substitutions will be issued for unused seasonal time. We strongly suggest that you consult your personal and business calendars before securing court time. Unused court time due to inclement weather will be reviewed on a case by case basis.

COURT TIME ETTIQUETTE

Players are asked not to go on their court until their assigned court time begins and to immediately leave the court when their assigned court time is completed.