



Ida Lee Park Tennis Center

March 2, 2026

Dear Tennis Patron,

It's seasonal application time again at the Ida Lee Park Tennis Center! Enclosed is information about the upcoming tennis court reservation process for the 2026-2027 season. The indoor season will run from September 8, 2026, through April 4, 2027. Please read it over carefully and fill out your application completely and legibly. If you have any questions or need assistance, please call 703-737-6044 or email Jowita Snowden: JSnowden@leesburgva.gov. All applications must be submitted via email **by Wednesday, April 1, 2026, to JSnowden@leesburgva.gov**. Applications received after the due date will be processed after all other applications that were turned in on time.

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 courts are allocated in the following order of priority:

1. Full Season (September 8 – April 4)

- 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 23) & (January 2 – April 4)

- 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 4

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

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2026-2027 Indoor Seasonal Court Time Information

Seasonal court time will begin on September 8, 2026, and end on April 4, 2027. **Seasonal play may also be impacted by 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 and Friday, November 27
Thursday, December 24 through Friday, January 1

APPLICATION INSTRUCTIONS

Step 1-Fill out your APPLICATION

Complete all information on the application. State your choice of day and time block. Please provide three choices. Please be prepared to accept whatever time block is allotted within the choices that you provided. If none of the 3 preferred choice is available, we will contact you with other options.

Step 2-Submit your APPLICATION

The application form is fillable and must be submitted via email. You will be notified that your application was received. If you do not get a response within two business days, please call 703-737-6044. Please do not hesitate to contact us if you have trouble with your form and we will be happy to assist you. Please email your form to JSnowden@leesburgva.gov no later than **Wednesday, April 1, 2026**.

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 court available.

Step 4-Payment

Upon assignment of court time, you will be required to sign a contract for your time. The Applicant is responsible for the collection and payment of all court costs. **Payments must be made by one credit card or by one check from the account of the contract holder.** Any refunds due to facility closures will be credited solely to the contract holder. Payment must be made in full by May 4, 2026, or by installments with automatic withdrawals from a credit or debit card on May 4, 2026, June 1, 2026, and August 3, 2026.

2026 – 2027 SEASONAL CONTRACT COURT RATES

The following seasonal court rates will be in effect for the 2026-2027 indoor season:

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

SHORT SEASON (FALL/WINTER/CUSTOM)

There are 3 choices for short season time:

- FALL SHORT, which will run from September 8, 2026 - December 23, 2026.
- WINTER SHORT, which will run from January 2, 2027 – April 4, 2027.
- CUSTOM SHORT SEASON, which consists of a minimum of 15 consecutive weeks of your choice between September 8, 2026, and April 4, 2027.

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.**

HOURS OF OPERATION

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

MAKE-UPS

Any cancellation resulting from a facility closure of the A.V. Symington Indoor Tennis Center is due a make-up session or a refund. 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 will be issued for unused contract time.

Make-up sessions for unused court time due to inclement weather where there was no facility closure will be extended through April 11 space permitting.

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.