



Beginning July 1, 2012 the County participation fee will increase as approved by the Board of Supervisors.

The participation fees are:

- \$12.50 per Loudoun County resident participant per season/league participating in
- \$18.75 per non-resident per season/league participating in.

At the time of sending in your facility request, you will also send in a copy of your roster (to include addresses) along with a check made payable to "**County of Loudoun**" in the amount of \$12.50 or \$18.75 per participant. If you add players you will send a revised roster noting the additions along with the additional payment. Your rosters need to be 95% Loudoun residents (league total) to avoid additional charges such as rental fees or supervision fees.

The process in which PRCS will collect this fee is as follows:

1. Leagues will submit allocation request along with payment based on the previous years reported participation numbers.
2. Leagues that submit a request and payment will receive a conditional allocation.
3. Allocations will become final when rosters and final payment if needed are received by PRCS.
4. Leagues are expected to update rosters and submit additional payments if participation numbers increase during the allocation season.
5. Any overpayment will be returned to the league if participation numbers are less than expected. Allocation will be reduced to match actual participation.

You may send payments or drop off along with facility requests and any rosters to the following address.

Loudoun County Parks, Recreation and Community Services
Attention: Kevin Roudabush
215 Depot Court SE
Leesburg, Virginia 20175

If you have any questions, please contact me.

Kevin Roudabush
Sports Specialist
Loudoun County Parks, Recreation, and Community Services
Kevin.Roudabush@loudoun.gov