



LOUISIANA ELEMENTARY/JR BETA 2026
HOTEL CHECK & CREDIT CARD AUTHORIZATION

Lafayette, Louisiana
February 23-27, 2026

Check Payment and Credit Card Authorization DEADLINE: 21 days prior to arrival (unless otherwise noted)

Please see the check address and credit card authorization process for each individual hotel listed below.

All checks must arrive at your confirmed hotel 21 days prior to arrival (unless otherwise noted). Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

HOTEL NAME	PAYING FINAL PAYMENT BY CHECK		PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION		TAX EXEMPTION
	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT	TAX EXEMPTION
Best Western Heritage Inn & Suites	Best Western Heritage Inn & Suites	Best Western Heritage Inn & Suites Attn: Abhishek Patel 146 Heritage Rd Broussard, LA 70518	Please email Abhishek Patel for credit card authorization information.	Abhishek Patel 337-451-4500 Abhi@overstayparty.com	LA Schools must have LA tax Exempt filled out already for hotel and submitted with payment.
Comfort Inn & Suites - Scott	Comfort Inn & Suites of Scott	Comfort Inn & Suite of Scott Attn: Mike Patel 5525 Saint Mary St Scott, LA 70583	Please email Mike Patel for credit card authorization information.	Mike Patel 337-796-8128 osur.hotels@gmail.com	Fill out LHR tax exempt form and email to Mike Patel 7 days before arrival.
Comfort Inn Lafayette North - 10	HOTEL DOES NOT ACCEPT CHECKS.	HOTEL DOES NOT ACCEPT CHECKS.	Please contact Candy Wall for credit card preauthorization information.	Candy Wall 337-760-8000 candy1a28@outlook.com	Fill out tax exempt forms and submit with payment.
Comfort Suites Oil Center	Comfort Suites Oil Center	Comfort Suites Oil Center Attn: Jessica Beasler 114 Rue Ferdinand Lafayette, LA 70508 Hotel Contact: Amy Lewis, 337-456-8990	We will need a signed copy of our Credit Card Authorization form a copy of the card being used (front & back) and a copy of an ID.	Jessica Beasler 337-456-8390 sales@oilcenter@gmail.com	Louisiana Hotel Occupancy Tax Exemption Certificate. Official Identification: A valid photo ID of the individual presenting the exemption. Proof of Educational Status: Documentation verifying the educational status of the institution, such as a letter from the school district or a copy of the school's accreditation.
Courtyard Lafayette Airport	Courtyard by Marriott	Courtyard by Marriott 214 E Kalisa Salomon Rd. Lafayette, LA 70508	Please email Megan Francis for credit card preauthorization information.	Megan Francis 337-232-5005 mfrancis@hilton.com	Submit tax exempt form with payment.
Courtyard Lafayette South	Courtyard by Marriott Lafayette South	Courtyard by Marriott Lafayette South Attn: Patricia O'Connor 3801 Fern Boulevard Dr. Lafayette, LA 70508	Call or email hotel for credit card authorization form and information.	Jenny Cardon 337-345-4450 jenny@hilton.com	Submit tax exempt form with payment.
Days Inn Lafayette Airport	HOTEL DOES NOT ACCEPT CHECKS.	HOTEL DOES NOT ACCEPT CHECKS.	Please contact Candy Wall for credit card preauthorization.	Candy Wall 337-760-8000 candy1a28@outlook.com	Fill out tax exempt forms and submit with payment.
DoubleTree by Hilton Hotel Lafayette	DoubleTree by Hilton Hotel Lafayette	DoubleTree by Hilton Hotel Lafayette Attn: Justin Doucet 5121 W. Pinhook Road Lafayette, LA 70503	Complete CC authorization form and return it to sales contact.	Justin Doucet 337-235-6111 x2436 justin.doucet@hilton.com	Completed R-1056 may be provided to Sales Contact.
Drury Inn & Suites Lafayette	Drury Inn & Suites Lafayette, LA	Drury Inn & Suites Lafayette 137 Acicola Dominique Lafayette, LA 70506	Please contact Kristian Johnson via email to receive Secure Card link for CC preauthorization form.	Kristian Johnson 804-436-2169 Kristian.Johnson@druryhotels.com	Guest must present Form F-2376 exemption certificate.
Fairfield Inn & Suites Lafayette South	Go Pa's of Lafayette LLC	Go Pa's of Lafayette LLC Attn: Justin Altman 1606 West Pinhook Road Lafayette, LA 70508	CC authorization form emailed, and sent back.	Justin Altman 337-233-5558 justin.altman@marriott.com	Must turn in Louisiana state tax exempt form.
Hampton Inn & Suites Lafayette	Hampton Inn and Suites	Hampton Inn and Suites Attn: Tafari Rubin 1915 S. College Road Lafayette, LA 70508	Complete a third party form and we can run the payment.	Tafari Rubin 337-266-6888 x 511 sales.tfr@gmail.com	Schools must provide a valid state issued tax exempt certificate, and payment must be made directly by the school (check or school issued credit card). The certificate should be submitted at least 10 business days before arrival and presented again at check-in.
Hampton Inn Broussard-Lafayette Area	Hampton Inn Broussard Lafayette Area	Hampton Inn Broussard Lafayette Area Attn: Lolita Livingston 2286 E. Main St Broussard, LA 70518	Please email Lolita for credit card preauthorization form.	Lolita Livingston 337-330-2500 broussardl@hilton.com	For Louisiana schools only I need the LA tax-exempt form filled out and submitted with payment.
Holiday Inn Express Hotel & Suites Lafayette	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON
Holiday Inn Express Hotel & Suites Scott-Lafayette West	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON
Holiday Inn Hotel & Suites Lafayette North	Holiday Inn Hotel & Suites Lafayette North	Holiday Inn Hotel & Suites Lafayette North Attn: Christy Waller 2229 NW Evangeline Thruway Lafayette, LA 70501 Christy Waller: 337-542-2530	A hotel credit card authorization form must be sent back to the hotel no later than 15 days prior to arrival.	Christy Waller 337-541-2530 sales@HIE.com	Any schools claiming tax exempt must provide a Louisiana State lodging exemption form to the hotel prior to arrival. This form must be filled out entirely with all dates, signatures, etc. Any forms not completely filled out will not be usable. Any schools requesting an invoice for check purposes, must get this form to Christy Waller or sales@HIE.com in order for an invoice to be processed. Tax exemption forms are due at the time the hotel collects payment.
Home2 Suites by Hilton Parc Lafayette	Home2 Suites by Hilton Parc Lafayette	Home2 Suites by Hilton Parc Lafayette Attn: Courtney Soule - Sales 1909 Kalisa Salomon Road Lafayette, LA 70508 Hotel Contact: Courtney Soule 337-408-2888 or 337-706-8610 press 0	A credit card authorization form is required for advanced payments. Contact Courtney Soule.	Courtney Soule 337-408-2888 or 337-706-8610, press 0 courtney.soule@hilton.com	A Louisiana State Tax Exempt form with all signatures is required at check in.
Homewood Suites by Hilton Lafayette-Airport, LA	Homewood Suites	Homewood Suites Attn: Faith Ogbe 202 Kalisa Salomon Rd Lafayette, LA 70508	Contact Faith Ogbe for hotel credit card authorization form.	Faith Ogbe 337-264-6044 Faith.Ogbe@hilton.com	Each room must have their own tax exempt form with appropriate signatures.
La Quinta Inn & Suites by Wyndham Broussard - Lafayette Area	La Quinta Inn & Suites	La Quinta Inn & Suites Attn: Keyari Patel 304 Sweetland Ave. Broussard, LA 70518	Contact Keyari for credit card preauthorization form.	Keyari Patel 337-451-4500 5286@wyndham.com	For Louisiana schools only I need the LA tax-exempt form filled out and submitted with payment.
Somesta Simply Suites Lafayette Airport	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON	INFORMATION COMING SOON
SpringHill Suites Lafayette South at River Ranch	SpringHill Suites Lafayette DUE: February 1, 2026	SpringHill Suites Lafayette Attn: Tyrene Bufin 321 Settlers Trace Blvd Lafayette, LA 70508	Contact Tyrene for credit card preauthorization form. DUE: February 1, 2026	Tyrene Bufin 337-988-5512 TyreneB@laproperties.com	Completed Tax Exemption form version 1376 is needed for schools whom qualify for Hotel Lodging Exemptions. We would prefer to have the document sent by 2.1.26.
TownePlace Suites Lafayette South	TownePlace Suites Lafayette South	TownePlace Suites Lafayette South Attn: Greg Slothar 119 Lake Fern Road Lafayette, LA 70508 Greg Slothar, 337-408-8700 Hotel will need a deposit if paying with a school check. Typically 20% of full. Confirm with hotel.	There is a credit card authorization form we provide.	Greg Slothar 337-408-8700 tslotha_greg@myhotels.com	Louisiana public schools are the only ones tax exempt, non-profit or privately funded are not. Each school MUST provide us with proper tax exemption paperwork to be exempt from 9% tax. No one is exempt from the 6% occupancy and 80d tax.