**DEPT. of LOUISIANA AMERICAN LEGION Conf #\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_**

**2025 DEPARTMENT EXECUTIVE COMMITTEE HOUSING FORM**

**July 26th – 27th, 2025 (RESERVATION DUE DATE – July 11th, 2025)**

**MAIL ALL HOUSING FORMS TO: *ROOMS ARE ASSIGNED BY DATE/ORDER RECEIVED***

**Dept. of La. American Legion**

**P.O. Box 3749 / Baton Rouge, LA 70821**

**DEC HOUSING/ROOM RESERVATION**

**NOTES:**

1. **PAYMENT BY CREDIT CARD IS PREFERRED. IF NOT USING CREDIT CARD, A SEPARATE CHECK FOR 1st NIGHT ROOM FEES MUST BE ATTACHED TO THIS RESERVATION FORM, PAYABLE TO AMERICAN LEGION.**
2. **ONLY ONE ROOM RESERVED PER FORM.**
3. **CHECK IN TIME IS 4:00 PM (CHECK OUT TIME IS 11 AM)**

**AMERICAN LEGION, AUXILIARY & SAL – BEST WESTERN INN OF ALEXANDRIA**

**(OVERFLOW HOTELS MAY BE USED WHEN BEST WESTERN IS FILLED)**

Room Type: \_\_\_\_2 Queen Beds or \_\_\_\_King $96.00 (plus tax) \_\_\_\_\_Suite $110.00

SPECIAL ROOM TYPE REQUESTS: (Tub, shower etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Handicapped Accommodations Required Yes / No?

Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFFICE/TITLE/COMMISSION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Pri\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street** **City State, Zip Code**

**ARRIVAL DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTURE DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME ON CARD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CARD NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPIRATION DATE ON CARD:\_\_\_\_\_\_ TYPE OF CARD(Visa/Mastercard/Am. Express/Discover) \_\_\_\_\_\_\_\_\_\_**

**NAMES of ALL ROOM OCCUPANTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**