

Early Hotel Reservation & Payment Procedures

[Cal-HOSA SLC 2026 Hotel Reservation Link](#)

1. [Hotel Link](#) above will be open for reservations at 7 AM on Friday, February 13th.
2. Enter your check in and check out dates. If you have reservations with different arrival and departure dates you will need to make separate reservations for each date range
3. Enter the TOTAL number of rooms you need. (Include Kings, Doubles, Suites, etc). This is the number of rooms it will let you choose on the next screen.
4. Guests per room – to see all room types available, **select 2 guests for all reservations** (even if you want 4 or 5 in the room). You can adjust the number of guests in the room once you are in the reservation and choose the room types you want. If you use 3 or higher, no King rooms will show. The total number of people that the room can accommodate will be shown under each room type when you select your rooms. *See picture below*
5. Hotels that can accommodate the number of rooms you need will be displayed.
6. Choose your hotel and follow the prompts through the rest of your reservation. A credit card will be used to confirm the reservation but won't be charged. Payment requirements are displayed upon confirmation.
7. Once your reservation is confirmed you will receive an email with your hotel acknowledgement. This can be used to submit to your district for payment.
8. Any changes can be made by using the same link and choosing “manage my reservations”

Two Double Beds

 4 [View room details >](#)

PAYMENT PROCEDURES

(this information is also on the booking website)

Credit card payments: A valid credit card will be required to make reservations (credit card WILL NOT be charged until after time of check-in).

If paying by check, the hotel must receive payments before your check in date.

Check payments: must include the guest names, check-in date, and school name. Please also include your contact email address and phone number.

****Your acknowledgment should contain all necessary information needed to invoice your school for payment***

Should you pay by a school credit card, you must complete an authorization form, which can be found at [Credit Card Authorization - Cal HOSA SLC Hotels](#)

*** Only contact the hotel, if your hotel is not listed in the link above, to have the form sent to you.**