

City of Conroe

Hotel Occupancy Tax Grant Funding

Application Packet
FY 2018-2019



Presented by the
Conroe Convention & Visitors Bureau

505 West Davis Street
Conroe, TX 77301
936-522-3500

Funded through City of Conroe Hotel Occupancy Tax Revenues

Application Process, Deadlines and Review Timelines

WHERE TO FIND THE APPLICATION:

- Applications will be available for pickup at the Visit Conroe Office **Monday-Friday, 8:00am-5:00pm starting October 30, 2018** or online at www.visitconroe.com.
- The application can also be emailed by request.

QUESTIONS OR ASSISTANCE WITH THE GRANT APPLICATION

- Visit Conroe will **NOT** be hosting a Special Events Grant Workshop this year. Instead, Visit Conroe staff will be making themselves available should anyone have some specific questions or would like for us to review your application. Simply contact Shannon Overby at 936-522-3500 or shannon@visitconroe.com to schedule a date and time to meet.
- All meetings must be **requested** no later than **December 7, 2018** and **held** prior to **December 21, 2018**.
- Anyone wishing to apply for a Grant is invited to meet with Visit Conroe staff for assistance.

APPLICATION DEADLINE:

- All complete applications are due in the CVB Office by **January 7, 2019 by 4pm.**
- A complete application will consist of:
 - Copy of most recent Financial Audit/Review (if applying for more than \$5,000)
 - Grant Funding Checklist (page 9)
 - Application A – for all Special Events, Conventions, Conferences, Festivals & Sports Tournaments (pages 10-13)
 - Application B – for all Arts, Culture and Historic Restoration applicants (pages 14-17)
 - Recognition and Marketing Agreement (page 18)
- Visit Conroe office – inside Chamber of Commerce Building 505 West Davis Street
Attn: Shannon Overby

*****NO LATE APPLICATIONS WILL BE ACCEPTED – NO EXCEPTIONS*****

PRESENTATIONS AND TOURIST COUNCIL REVIEW ****MANDATORY****

- **January 16, 2019** in the Chamber of Commerce Large Conference Room
- Applicants will make a (maximum) 7-minute presentation regarding their request and have 3 minutes for questions.
- New this year, Visit Conroe will be asking you for your requested time for presenting and will provide everyone with a time slot for your presentation.
- Should you not be able to make an in-person presentation, phone calls will be accepted if necessary and arranged in advance.
- Tourist Council will discuss all applications and prepare recommendations for funding to be presented to City Council for review.

RECOMMENDATIONS SUBMITTED TO CITY COUNCIL FOR REVIEW

- City Council Workshop in **January or February** in City Council Chambers, 300 West Davis Street, Conroe TX, 77301
- Visit Conroe Director, Shannon Overby will present recommendations on behalf of the Tourist Council

CITY COUNCIL VOTES ON RECOMMENDATIONS

- City Council Meeting in January or February
City Council Chambers, 300 West Davis Street, Conroe TX, 77301

FUNDING DISTRIBUTION

- Approved funding will be distributed to organizations based on Tourist Council recommendations.
- Your organization will be notified of your grant amount and terms as soon as approved by City Council. Visit Conroe will let you know next steps in the process at this time.

Below is an excerpt from the Texas Tax Code. This leads all decisions regarding Hotel Occupancy Tax. Please refer to it in all decisions you make regarding the CVB Special Grants.

Tax Code – Use of Revenue

§ 351.101. USE OF TAX REVENUE.

(a) Revenue from the municipal may be used only to promote tourism and the convention and hotel industry, and that use is limited to the following:

(1) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;

(2) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;

(3) advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;

(4) the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

(5) historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums;

(6) for a municipality located in a county with a population of one million or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.

(b) Revenue derived from the tax authorized by this chapter shall be expended in a manner directly enhancing and promoting tourism and the convention and hotel industry as permitted by Subsection (a). That revenue may not be used for the general revenue purposes or general governmental operations of a municipality.

§ 351.108. RECORDS.

(a) A municipality shall maintain a record that accurately identifies the receipt and expenditure of all revenue derived from the tax imposed under this chapter.

(b) A municipality or entity that spends revenue derived from the tax imposed under this chapter shall, before making an expenditure, specify in a list each scheduled activity, program, or event that:

(1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and

(2) is directly enhancing and promoting tourism and the convention and hotel industry.

(c) If a municipality delegates to another entity the management or supervision of an activity or event funded by the tax imposed under this chapter, each entity that is ultimately funded by the tax shall, before making an expenditure, specify in a list each scheduled activity, program, or event that:

(1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and

(2) is directly enhancing and promoting tourism and the convention and hotel industry.

Overview of The Grant Funding

PURPOSE OF THIS PACKET

This packet was designed to establish guidelines to apply to all tourism-related events and entities requesting funding from Hotel Occupancy Tax. There are stringent requirements in the Tax Code regulating the expenditure of Hotel Occupancy Tax. A copy of the applicable sections of the Tax Code has been included in this packet (Pg 4) for your review. This application packet applies to Section 351.101: 3 & 5.

The Visit Conroe Tourist Advisory Council reviews the applications and makes recommendations to the Conroe City Council on the portion of Visit Conroe's budget allocated to Hotel Tax Grant Funding. Funding is available from the hotel occupancy tax collected by our lodging properties.

APPLICATION QUALIFICATIONS & FUNDING GUIDELINES

- All applicants will be required to provide their tax filing status and ID number as part of the application. The sponsoring organization must have a 501(c) (3) tax-exempt status. The CVB is not legally required to restrict the grants to 501(c) (3) organizations, but will need to screen your application to make sure that the funds will be expended in a way that complies with the Hotel Occupancy Tax statute.
- **New this year** – there will be 2 types of applicants
 - Arts, Culture and Historic Preservation
 - Special Event, Convention or Tournament
- All applicants must be within Conroe City limits. Arts, Culture and Historic Preservation must be based in Conroe, TX. All Shows, Special Events, Convention or Tournaments must be held in Conroe, TX or the event coordinator(s) must be able to demonstrate to the Tourist Council Board how it will increase Hotel Occupancy Tax in Conroe.
- Applications must be filled out completely and accurately. The Tourist Council reserves the right to reject any incomplete, inaccurate or otherwise unclear application.
- Application must include a detailed description of how grant money will be used.

LIMITS ON FUNDING

- Per City Council, the maximum amount of funding that an organization can apply for is \$15,000 per year.
- For Arts Applicants
 - Event Support Up to \$5,000
 - Full Season – Up to \$15,000
 - First Time Applicant - \$1,000
- Pending the vote of Tourist Council, the organization may receive 100% of funding after receipt of the post event analysis, or all or a partial amount upfront,

- As a rule, ***the requested amount should not exceed 25% of the total expected revenue.*** The purpose of this funding is to assist the marketing of the art programs and special events, not to be a patron of either the event or the fundraising beneficiary.
- The requesting organization should provide a complete projected budget that includes all expected revenues and expenses and a detailed marketing plan for which grant money will be designated.
- Rules pertaining to Marketing
 - For Special Events (festivals, trade shows and other programs open to the public) – a minimum of 25% of Grant Funding should be used for marketing and advertising and should be matched by the organization with a minimum of equal marketing dollars.
 - For All others – a minimum of 10% of the Grant Funding must be spent on Marketing and Advertising.
 - NOTE: Legitimate media must be utilized IN ADVANCE of the event (examples include Social media, direct mail, postage, newspapers, magazines, radio, television, billboards, newsletters, brochures and other collateral material).
 - ****The Tourist Council has the authority to specify how the Grant Funding should be spent by the applicant during the application process.**
- If the total funding requests exceed the amount allotted for Hotel Tax Grant Funding, the Tourist Council will determine funding based on the merits of the applications received. If all applications are equal in merit, Tourist Council will cut the amounts requested to the level of funding available.
- Applicants must comply with the audit/financial review requirements provided below.
- **All applicants seeking more than \$5,000 may be required to provide proof of financial audit or review.**

AUDIT/FINANCIAL REVIEW REQUIREMENTS

- Grant applications seeking \$5,000 or more in funding must be accompanied by an Independent Audit and/or or Financial Review prepared by a certified public accountant covering your most recently completed fiscal year. An Independent Audit is required if your organization has an annual operating budget of \$50,000 or more per year. The Independent Audit must be no more than three years old, but if the Audit does not cover the most recently completed year you must also provide Financial Reviews covering the intervening years. If the auditor's opinion is anything other than an "unqualified" opinion then you will be required to address the audit deficiencies prior to the award or disbursement of grant funds.
- You will also be required to submit a Financial Review or Financial Audit as appropriate for each fiscal year in which the grant funds are held or expended by your agency. If your organization has an annual operating budget of \$50,000 or more you will be required to submit an Independent Audit covering every third fiscal year.
- Your organization must prepare and make available for public inspection all records required by Texas Business Organizations Code Sec. 22.352 and such records must be maintained for at least three years following the close of each fiscal year.

ACCEPTABLE USE OF AWARDED GRANT MONEY

- Grant money awarded is distributed from the City's Hotel Occupancy Tax Fund.
*****By law, the use of Hotel Occupancy Tax dollars is to bring visitors to the community that will spend the night, thus increasing occupancy in Conroe hotels (Conroe Hotel Occupancy Tax). *****
- **Grant money must be used for marketing purposes only.** Unless qualifying under Section (4) or (5) of the Hotel Occupancy Tax Code. (Tax Code, Section 351.101)
- Therefore, grant money should be used for marketing purposes outside the immediate community only.
A good question to ask would be- Will people need to spend the night if they attend the event?
- If you have questions about acceptable use of Hotel Occupancy Tax Grant money, please contact the Visit Conroe office.

Texas law establishes a "two-part test" for the allocation and spending of hotel occupancy revenue funds. Any project, activity, or organization must meet **both** criteria of the test in order to legally receive HOT funding.

1. **Criteria I:** EVERY expenditure must DIRECTLY enhance and promote tourism AND the hotel and convention industry.
2. **Criteria II:** Expenditures must fall into one of the following categories:
 - a. Paying the establishment, improvement, maintenance or administrative costs for facilitating a convention or registrations
 - b. Paying for advertising, solicitation, and promotional programs that attract tourists and convention delegates to the city or vicinity
 - c. Expenditures that promote the arts
 - d. Funding historical restoration and preservation programs or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums
 - e. Funding costs to hold sporting events that substantially increase hotel activity
 - f. The enhancement or upgrading of sports facilities or sports fields
 - g. Funding transportation systems for tourists
 - h. Wayfinding signage

PROJECTS NOT FUNDED

- Social functions, parties, receptions and general hospitality for non-visitors
- Projects involving academic credit
- Operating expenses for privately owned facilities
- Travel Fees including lodging, transportation, etc.
- Capital bricks and mortar or commercial projects (except for historic restoration)
- Retroactive Funding
- Direct funding to individuals

- Activities that are illegal or in violation of federal, state, or local laws
- More than 10% of grant used for media advertising in local areas such as Houston, Conroe, The Woodlands, Magnolia, Willis and Montgomery
- Fees related to the services of event talent (i.e. bands, artists, security, etc.)
- Merchandise to giveaway or sell at the event (i.e. t-shirts, pins, etc.)
- Brochures or literature to distribute at the event

REQUIRED DOCUMENTATION OF PROJECTED AND ACTUAL EXPENSES

- While Tourist Council will make recommendations to the City Council based on projections and estimated budgets, ***funding must be supported by actual costs and proofs of payment.*** Any grant funds not accounted for must be returned to Visit Conroe.
- The Post Event Analysis, final accounting of funds and any HOTEL OCCUPANCY TAX money received and not spent must be returned to the CVB within **60 days** of the function. FAILURE TO DO SO WILL AUTOMATICALLY DISQUALIFY YOUR ORGANIZATION FOR ONE GRANT CYCLE. Any not returning of funds will be dealt with by city management.
- The final accounting of funds will be compared to the media plan and must mirror the items outlined in the application or show equivalent marketing efforts. ***If the Post Event Analysis and the final accounting of funds are not received by the due date, the Tourist Council reserves the right to reject any future application by the organization*** and to take whatever measures might be necessary to obtain the final accounting.

TRACKING ROOM NIGHTS DURING EVENT

- ***It is the responsibility of the event to monitor the number of out-of-town guests who stay in Conroe lodging properties.*** We strongly recommend working with the hotels to ensure proper tracking.
- Stated room nights generated will be subject to an audit by Visit Conroe staff.
- Should you have any questions about how to track room nights for your event please ask the Visit Conroe Staff.
- ***Please note that room nights generated in The Woodlands and other surrounding areas do not fulfill the requirements of the state law and will not be credited to your event. Only the hotels listed on page 13 are Conroe Hotels.*** A directory of Conroe hotels has been included in this packet for your reference.
- ***The only exception to the hotel occupancy tax law is historic preservation and the arts in some cases. If you fall under that category, please speak with the Visit Conroe.***

If you need assistance in completing the application, which category you fall under, or if you have further questions, please do not hesitate to contact the Visit Conroe staff at 936-522-3500 or via e-mail at shannon@visitconroe.com. The Visit Conroe staff will be happy to review your application with you before submission if requested. If you would like to have your application reviewed, please make arrangements with Shannon no later than December 21st.

Grant Funding Checklist

Name of Event _____

Year Applying _____

Please initial on the line provided below to acknowledge that you fully understand and will comply with the statement being made.

_____ The event “directly enhances and promotes tourism AND the convention and Hotel industry.” (Tax Code, Section 351.101)

_____ For this specific Grant Application Cycle, you must qualify AT LEAST ONE of the following categories (Tax Code, Section 351.101):
(Please circle the applicable category number you are applying under)

Section (2) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. **Fill out application A**

Section (3) advertising, solicitations and promotions that attract tourists and convention delegates to Conroe or its vicinity. **Fill out Application A**

Section (4) the encouragement, promotion, improvement and application of the arts ... related to the presentation, performance, execution and exhibition of the arts. **Fill out Application B**

Section (5) the enhancement of historical restoration and preservation projects, museums or other venues that enhance tourism in the City of Conroe. **Fill out Application B**

_____ The application is filled out thoroughly and completely.
(Pages 10-13 OR 14-17 AND pages 18-19 should be attached to this sheet, along with all supporting documentation)

_____ The required audit/financial review is included with your application.

_____ The request for funding is in accordance with the maximum funding guidelines.

_____ The Post Event Analysis and proof of payment for last year’s event have been previously submitted.
Write N/A if you did not receive funding last year.

_____ It has been determined and explained how the event will track out-of-town guests staying in Conroe hotels, demonstrating that the event will attract tourists that will support the convention and hotel industry. The tracking plan must be provided to Visit Conroe with application packet.

Please note: All items must be completed before the application can be submitted. If you would like to have your application reviewed by Visit Conroe staff before submission, please make arrangements to do so prior to December 21, 2018.

APPLICATION A

2019 Application for Special Events, Conventions, Conferences, Festivals and Sports Tournaments Grant Funding

Event / Sponsoring Organization Information

Organization
Event Name
Event Start Date Event End Date
Event location
Estimated attendance
Estimated number of room nights
Have you applied for a grant before? What year(s)?

Contact Information

Event Coordinator
Coordinator Street Address
Coordinator City/State/Zip
Coordinator Daytime Telephone
Coordinator Alternate Telephone
Coordinator E-Mail
Second Event Coordinator (<i>different contact</i>)
Second Coordinator Street Address
Second Coordinator City/State/Zip
Second Coordinator Daytime Telephone
Second Coordinator Alternate Telephone
Second Coordinator E-Mail

Event Projections

Expected Attendance: _____ Expected number of Hotel rooms needed per night? _____ for how many Nights _____

expected attendance of local Montgomery County Residents: _____

of expected attendance from outside of a 50 mile radius: _____

expected local attendees: _____ # expected out of town attendees: _____

Is this a ticketed event? Yes or No

What is the price of your ticket? _____

Last year's Attendance: *local vs. Visitors*

% of local: _____

% of out of town: _____ use above info for ____ xxxx year

How was this data collected? _____

Definitions: *Attendance* is the number of people expected to attend the event.

Provide answers to these items. Please use as much description as needed for each request.

Event Description

(Please describe the event, including participants, activities planned, schedules, etc. – you can attach a schedule from previous events if you like)

Event Description for Marketing Purposes

(Please provide a **20-60 word** description of your event the CVB can use when marketing your event.)

Tracking Plan (Out of Town Guests)

(Please provide a **20-60 word** description of your plan for tracking out of town guests.)

Fund Usage

Please describe in the space provided below:

- 1) How you meet the requirements of the category under which you are applying
- 2) How the funds you are requesting will be used
- 3) How you will enhance and promote tourism and the convention and hotel industry
- 4) Please provide a copy of your overall budget showing other sources of revenue and overall general expenses.

Amount requested from HOTEL OCCUPANCY TAX Funds
Amount requested UPFRONT from HOTEL OCCUPANCY TAX Funds
DETAILED MARKETING PLAN (Specifically what are you planning on using the requested funds for?)

APPLICATION B

2019 Application for Arts, Culture and Historic Restoration Grant Funding

Event / Sponsoring Organization Information

Organization
Brief Description of Organization
Mission Statement

Contact Information

Organization address
President/Chair
President/Chair Telephone
President/Chair E-Mail
Second Contact
Second Contact Telephone
Second Contact E-Mail
List Board Members

DESCRIPTION OF PERFORMANCE(S), PROGRAM(S), ACTIVITY(S)

Expected Attendance: _____ Expected number of Hotel rooms needed per night? _____ for
how many Nights _____
expected attendance of local Montgomery County Residents: _____
of expected attendance from outside of a 50 mile radius: _____
expected local attendees: _____ # expected out of town attendees: _____
Is this a ticketed event(s)? Yes or No
What is the price of your ticket? _____

Provide answers to these items. Please use as much description as needed for each request.

Event/Organization Description

(Please describe the event, including participants, activities planned, schedules, etc. – you can attach a schedule from previous events if you like.)

Event/Organization Description for Marketing Purposes

(Please provide a **20-60 word** description of your event the CVB can use when marketing your event.)

Tracking Plan (Out of Town Guests)

(Please provide a **20-60 word** description of your plan for tracking out of town guests.)

Fund Usage

Please describe in the space provided below:

- 5) How you meet the requirements of the category under which you are applying.
- 6) How the funds you are requesting will be used.
- 7) How you will enhance and promote tourism and the convention and hotel industry.
- 8) Please provide a copy of your overall budget showing other sources of revenue and overall general expenses.

Amount requested from HOTEL OCCUPANCY TAX Funds
Amount requested UPFRONT from HOTEL OCCUPANCY TAX Funds
DETAILED MARKETING PLAN (Specifically what are you planning on using the requested funds for?)

Recognition and Marketing Agreement

	1. Must agree to recognize Visit Conroe/City of Conro as a funding source on all printed materials, radio, TV, and website.
	2. Must provide a visual link to the Visit Conroe website (visitconroe.com) on the event/organizations website.
	3. If your event includes a program, space must be made available to Visit Conroe for an ad or welcome letter.
	4. Must allow Visit Conroe the option to have a Welcome Booth or provide information at the Entrance or Registration of your event.
	5. Ticketed events must provide <u>tickets</u> or passes to Visit Conroe for every day of the event for Visit Conroe evaluation of the event. (amount to be determined) The organization must also provide <u>additional tickets</u> for Visit Conroe to give away on social media or other marketing opportunities. (amount to be determined) It is preferred (but not required) that the organization provide Visit Conroe <u>tickets</u> for City Council and City Officials. (any unclaimed tickets will be returned to you)
	6. Must agree to turn in receipts, media purchases, cancelled checks, and tear sheets or evidence from purchases to substantiate grant funds used if requested.

**Please initial each item above

Promotion of your Event by the CVB

In addition to the Special Grants awarded, Visit Conroe will work with you to include your event(s) or organization in our in-house marketing plan including but not limited to:

1. You may post your event(s) on the Visit Conroe website (www.visitconroe.com) calendar. Your event(s) may be posted on a free “ad” on our website prior to the event. If multiple events fall at the same time as your event, the ad space will need to be shared to accommodate everyone. Visit Conroe reserves the right to make all decisions regarding when ads will be posted.
2. Visit Conroe will also include the event(s) in various publications’ event calendars such as Texas Highways, Texas Events Calendar, and more, if available.
3. Visit Conroe will distribute “mini-fliers” for your event(s) on your behalf at trade shows and other events attended by CVB staff prior to your event if provided by you.
4. If you do not have a website, Visit Conroe will create a listing or a landing page for your event(s) on the Visit Conroe website. If you are interested in this option, please notify the Visit Conroe as soon as possible to discuss your page. These pages are designed by Visit Conroe staff and have limited functionality, but it is a good way to provide information online about your event.
5. Your event(s) or organization will be marketed through all Visit Conroe social media appropriate for your specific event including Facebook, Twitter, Pinterest, Instagram, YouTube, blog and may include sponsored posts for added exposure.
6. You will have the opportunity to promote your event(s) or organization on one of Visit Conroe’s radio shows on Lone Star Community Radio.

The CVB is happy to promote your event or organization for you. However, no one knows your event or organization like you do. Please provide the following to the CVB as soon as possible to assist us with promoting:

1. High resolution photos: your logo, any pictures you would like to provide to market your event.
2. Marketing copy. The more you can sell the event or organization in the copy, the better.
3. At least 200 copies of any marketing materials (brochures, fliers, etc.) for your event or organization as soon as they are available.

I, _____ (name), understand the purpose of the hotel occupancy tax and special event funding as detailed in this document. I agree to meet or exceed the requirements detailed in this document should my organization be awarded a special events funding grant. The above information in this grant application is accurate and true to the best of my knowledge. I/We have read and understand the above (7) Recognition and Additional Requirements (where applicable) must be fulfilled, and failure to do so will cause the organization to potentially not receive full or partial funding this year and in future years.

Authorized Signature	Date
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Print name	Organization/Title/Responsibility
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SAMPLE - Post Event Analysis

Due 60 Day after the event

It is mandatory to submit this completed form to Visit Conroe along with supporting documentation.

Supporting documentation includes, but may not be limited to event photos, event literature, receipts, media purchases and cancelled checks to match, and tear sheets or evidence from purchases to substantiate grant funds used. If all funds are not used or used appropriately, include a check with that balance.

Event Information

Event/Organization Name
Event Date(s) / Description of Organization (please attach or include details, programs, samples of advertising, etc)

Funding Analysis

Amount of HOTEL OCCUPANCY TAX Funding Received
Amount of HOTEL OCCUPANCY TAX Funding Spent (Please attach invoices, receipts or other proof of payment).
Balance Due to CVB (Funding received but not spent on authorized use – if applicable, please attach a check for balance due made payable to the City of Conroe Convention and Visitors Bureau).

Event Final Outcome

Attendance	Revenues	Hotel Room Nights*	Profits
How was this data collected?			

* Subject to audit

The above accounting of our Special Event Funding is accurate and true to the best of my knowledge.

Authorized Signature

Date

Print name

Title/Responsibility

Return this form, supporting documentation and check (if applicable) no later than sixty (60) days following the event to the Conroe CVB, 505 West Davis St, Conroe, TX 77301. Attach all printed marketing, screen captures of online marketing, press

releases, radio/TV scripts, and a copy of every piece of marketing your organization purchased with the funds granted. If you have any questions, please contact the CVB Director, Shannon Overby at 936-522-3501 or shannon@visitconroe.com.

Conroe Lodging

These hotels pay dollars to the City of Conroe. Therefore, grant money should be used to increase their hotel occupancy. Managers may be willing to post a coupon on the CVB website for your event.

Homewood Suites 3000 I-45 N Conroe, TX 77303 936-703-6000	Fairfield Inn & Suites by Marriott 3010 I-45 North Conroe, TX 77303 936-756-3040	Scottish Inn and Suites 1105 League Line Road Conroe, TX 77303 936-701-5260
Baymont Inn & Suites 1506 I-45 South Conroe, TX 77304 936-539-5100	Hampton Inn & Suites 2242 Stoneside Road Conroe, TX 77303 936-539-1888	Springhill Suites by Marriott 16520 I-45 South Conroe, TX 77384 936-271-0051
Best Western Lake Conroe Inn 14643, Hwy 105 Montgomery, TX 77356 936-588-3030	Holiday Inn Express Hotel & Suites 2240 Stoneside Road Conroe, TX 77303 936-788-5200	Super 8 1000 Cable Street Conroe, TX 77301 936-494-2280
Comfort Inn 1115 League Line Road Conroe, TX 77303 936-890-2811	La Quinta Inn & Suites 4006 Sprayberry Lane Conroe, TX 77303 936-228-0790	Super 8 Montgomery 201 Mesa View Montgomery, TX 77316 936-588-2886
Corporate Inn 1525 I-45 South Conroe, TX 77301 936-756-8939	Lodge Motel & Suites 920 I-45 South Conroe, TX 77304 936-539-4299	Woodspring Suites Conroe 2551 I-45 South Conroe, TX 77304 936-788-2300
Days Inn & Suites Conroe 4001 Sprayberry Lane Conroe, TX 77303 936-890-2600	Lodge Motel & Suites 920 I-45 South Conroe, TX 77304 936-539-4299	La Torretta Lake Resort and Spa 600 La Torretta Blvd Montgomery, TX 77356 936-448-4400
EconoLodge 1601 I-45 South Conroe, TX 77301 936-756-8941	Motel 6 820 I-45 South Conroe, TX 77304 936-760-4003	Palace Inn 816 I-45 S Conroe, TX 77304 936-521-2590