



January 21, 2025

**To:** All Hotels within the City of Minot

**From:** City of Minot

**Subject:** Extended Stay Leisure Fee Ordinance Chapter 18 Division 4

The City of Minot City Council has approved a new City Ordinance relating to hotel extended stay guests, which will be effective April 1, 2025. A copy of the approved ordinance is attached for your review along with an updated Monthly Lodging Tax & Extended Stay Leisure Fee Return form.

To clarify the Monthly Lodging Tax and Extended Stay Leisure Fee Return form completion:

The first section labeled **LODGING TAX** is the same as the previous returns and the calculation is the same.

The next section **LEISURE FEES** will be derived from the transaction line item total each hotel must create prior to the effective date of April 1, 2025.

The internal process technically remains the same. When an extended term guest meets the thirty day threshold all taxes are to be reversed and credited back to the guest folio. However, the new step is to add the leisure fee of \$1.00 for each of the thirty nights already stayed, or \$30.00 in leisure fees. Additionally, a leisure fee of \$1.00 per night is to be collected until the guest checks out.

**Next step:** Each hotel is to create the new transaction line item labeled "Leisure Fee". This would be set up similar to any non-taxable fee such as room damage fees.

**Reporting requirements:** Each hotel must submit a report detailing the guests which were charged the leisure fee line item and the total leisure fee collected must be the amount submitted on the monthly report to the City of Minot.