

## Charter Request Form and Instructions

LATS buses are available for local charter. The rate is \$50.00 per hour with a minimum two-hour charge. Rates include a professionally licensed driver. LATS buses are accessible to those persons with disabilities. Please contact Ryan Landers, LATS General Manager at 580-248-5252 or email at [rlanders@ridelats.com](mailto:rlanders@ridelats.com) or Sean Spell, LATS Operations Manager at 580-248-5252 or email [sspell@ridelats.com](mailto:sspell@ridelats.com) if you would like to schedule a charter or have any questions.

### Procedure:

1. Obtain a LATS charter Request Form and submit it to LATS General Manager. All information on the form must be completed.
2. A charter reservation request must be submitted to LATS 15 business days prior to the proposed charter date.
3. Charter reservations must be cancelled by the sponsoring organization no later than 8:00 a. m., two business days prior to the scheduled departure time. Failure to cancel reservations at least two business days in advance will result in \$100.00 penalty being assessed against the prepaid charter fee.
4. Should LATS cancel the charter because it interferes with regular route service LATS shall rebate all of the advance charter fee. However, buses will only be available for rent based upon equipment and driver availability.
5. Bus routes, departures/arrival time, and the nature of the trips must be pre-approved by LATS. Once your reservation is confirmed, itinerary changes related to locations and routing will not be accepted. Concessions may be made for time adjustments resulting from circumstances beyond one's control (airline delay due to inclement weather, etc.)

**6. The City Transit Trust charter Policy is attached. All parties requesting charter should read the policy in full for guidelines for charter operations.**