LATS CHARTER REQUEST
609 SW BISHOP ROAD
LAWTON, OKLAHOMA 73501
Phone: 580-248-5252 – Fax 580-248-7003

Organization: _____ Contact Person: _____

Billing Address: _____

Phone No.: _____ Fax No.: _____

Purpose of Charter: _____

Charter Date: _____ Expected Number of Passengers: _____

Initial Pick-up: _____ Time: _____

Destination (A): _____ Time: _____

Destination (B): _____ Time: _____

Destination (C): _____ Time: _____

Destination (D): _____ Time: _____

Destination (E): _____ Time: _____

Final Drop-off: _____ Time: _____

LATS requires 15-business days notice to process a charter request. A charter is not confirmed until a written confirmation is received from LATS. Submission of a Charter Request Form does not guarantee service. By submitting a Charter Request Form, the sponsoring organization agrees to abide by all applicable LATS regulations. The sponsoring organization is responsible for all damage to vehicles caused by charter participants. The sponsoring organization must provide two-day advance notice of cancellation. Failure to do so will result in a cancellation fee of $80.00.

_____ _____
Signature of Organization Contact Date

Charter #: _____ Bus #: _____

Total Miles: _____ Total Time: _____

Driver: _____ Driver: _____

Estimated Cost: _____

□ Approved □ Not Approved

□ Incomplete Form □ Equipment/Driver not available

□ Purpose/Activity not within Guidelines □ Proper Signature Required

□ Request/itinerary not received □ Other

_____ _____
Signature of Organization Contact Date