

# Brownsville Independent School District

2016 - 2017

1900 E. Price Road  
Brownsville, Texas 78521



## Procedures for Application and Requirements for the Use of the BISD Encampment

**Applications may be submitted beginning September 1, 2016 at 8:00 AM**

***(Applications received before September 1<sup>st</sup> will be returned to campus/department.  
Faxes will not be accepted.)***

***Please note: Swimming Pool is allowed only for children who are in the 3<sup>rd</sup> grade level and up.***

### A. APPLICATION PROCESS:

1. Application Form must be completed.
2. All appropriate signatures are required.
3. Application must be submitted at least ***two weeks prior to use*** of BISD Encampment.
4. Application will be returned to requesting schools if instructions 1 through 3 above are not followed.
5. This application is not complete until you receive a confirmation copy signed by the Chief Financial Officer.

### B. RESERVING THE ENCAMPMENT:

1. Two alternate dates need to be listed in case the first date requested is not available.
2. Only one day may be reserved each month per school.
3. No dates may be reserved over the phone. Reservations will not be made unless an application is submitted to the Chief Financial Officer, BISD Administration Building Suite #306.
4. The Encampment will **not** be available on May 18, 19, 20, 2017 due to Top 5% Picnic. The Encampment will **not** be available throughout the school year on Saturdays or Sundays, and/or Wednesdays; these days will be used for maintaining of pool and grounds. ***All days with the exception of Sundays, will be available for the month of May 2017.***

### C. USE OF BISD ENCAMPMENT:

1. If the swimming pool is to be used, a minimum of three lifeguards must be on duty at all times.
2. The swimming pool gates will not be unlocked if a lifeguard is not present.
3. The Aquatic Center will schedule lifeguards and confirm the event with campus.
4. **Each campus must pay for a minimum of three lifeguards at \$10.00 per hour of work. Total payment will consist of the hours at the encampment plus 30 minutes travel to and 30 minutes travel from the encampment per lifeguard.**
5. It is mandatory that the requesting school be responsible for securing a school nurse to be on site during the entire time while at the BISD Encampment.
6. Organization is responsible for contacting **Patricia Perez at 547-4113 or via email at [pperez@bisd.us](mailto:pperez@bisd.us)** and the Aquatic Center should a cancellation occur.

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## APPLICATION FOR USE OF BISD ENCAMPMENT 2016 - 2017

1. Date Submitted: \_\_\_\_\_
2. Area(s) to be Used: (X) \_\_\_\_\_  
Grounds Pool
3. Date of Use: \_\_\_\_\_ Hour(s): From \_\_\_\_\_ To \_\_\_\_\_  
Alternate Date (2): \_\_\_\_\_ Hour(s): From \_\_\_\_\_ To \_\_\_\_\_  
Alternate Date (3): \_\_\_\_\_ Hour(s): From \_\_\_\_\_ To \_\_\_\_\_
4. Requesting School and Organization(s) \_\_\_\_\_  
Principal \_\_\_\_\_ Name/Sponsor \_\_\_\_\_ Telephone \_\_\_\_\_
5. Purpose of Trip \_\_\_\_\_
6. Number of Students Expected \_\_\_\_\_
7. Name of School Nurse: \_\_\_\_\_
8. **Required Signatures:**

ORGANIZATION SPONSOR	DATE	PRINCIPAL	DATE

CHIEF FINANCIAL OFFICER	DATE