



# CANUTILLO INDEPENDENT SCHOOL DISTRICT

## iViva Canutillo!

TO: BOARD OF TRUSTEES AND SUPERINTENDENT DR. BORREGO  
FROM: DR. DEBRA KERNEY, CHIEF ACADEMIC OFFICER  
SUBJECT: FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS,  
RIO GRANDE CHAPTER, GOOD NEWS CLUB  
DATE: AUGUST 10, 2026

---

Canutillo ISD has received a facilities request form from the Child Evangelism Fellowship of West Texas-Rio Grande Chapter requesting use of a room at Canutillo Elementary School for after school Good News Club, grades 1-5. As stated in GKD (Regulation) *Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group's self-interest shall be approved by the Board.*

---

**Street Address:**

7965 Artcraft Rd.  
El Paso, TX 79932

---

**Mailing Address:**

P.O. Box 100  
Canutillo, TX 79835

P: (915) 877-7440

F: (915) 877-7521

[canutillo-isd.org](http://canutillo-isd.org)

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division:  
(915) 877-7423 | 7965 Artcraft Rd. | El Paso TX 79932



**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
FACILITIES REQUEST FORM  
REQUIRING BOARD APPROVAL**

Name: Rick Rivera, Director  
Address: PO Box 4234, El Paso 79914 Email: cefriograndedirector@gmail.com  
Telephone #: 915-875-2287 Date of Application: 7-28-26  
Organization: CEF of West Texas, Rio Grande Chapter  
Address: PO Box 4234, El Paso 79914-4234  
Position of Applicant: Director

Indicate length of time you are planning to use facilities:

Date(s): Sept - Apr 27 Time: From 3:30 To 4:45  
Type of facility requested: Meeting Area Location/campus: Canutillo Elem  
Purpose for use of facilities: Good News Club  
Number of Participants: 30 Food be sold during the event: (circle one) Yes ☒ No ☐

*If selling food during the event, a City of El Paso Public Food Establishment Permit must be provided to the associate superintendent's office five (5) business days prior to the event.*

\*\*\*\*\*

I have read the Rules and Regulations for use of Canutillo ISD building facilities and I will abide by these rules and regulations. I further assure responsibility for the proper care of these facilities.

Applicant signature [Signature] Title Director Date 07-28-2026

\*\*\*\*\*

|                                                      |                        |                     |
|------------------------------------------------------|------------------------|---------------------|
| Approved by Principal or Designee <u>[Signature]</u> | Title <u>Principal</u> | Date <u>7-30-26</u> |
|------------------------------------------------------|------------------------|---------------------|

Custodial Services Required:

Facilities & Transportation Division - Lead Custodian Signature

Date

Associate Superintendent's Approval [Signature]

Date 7/31/26

Board Approved: Yes ☒ No ☐

Date