



## OFFICE OF THE ASSOCIATE SUPERINTENDENT

### #BestSmallDistrictinTexas

#### MEMORANDUM

TO: BOARD OF TRUSTEES AND CISD SUPERINTENDENT  
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT  
SUBJECT: FACILITY REQUEST FORM: VINTON SPANISH CONGREGATION  
DATE: JANUARY 12, 2026

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Canutillo ISD has received a facilities request form from the Vinton Spanish Congregation requesting use of the auditorium at Canutillo High School for a religious gathering/community activity on Thursday, April 2, 2026. 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) 877-7481  
F: (915) 877-7522  
canutillo-isd.org



**Texas Education Agency A-Rated Three Years in a Row.**

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 Dr. | El Paso TX 79932



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

Name: Julio Ruiz  
Address: P.O. Box 929 Mesquite, NM 88048 Email: julioruiz@gmail.com  
Telephone #: 575-571-7065 Date of Application: 12-8-2025  
Organization: Vinton Spanish Congregation  
Address: 1725 Washington St. Anthony, NM 88021  
Position of Applicant: Elder

Indicate length of time you are planning to use facilities:

Date(s): April 2, 2026 Time: From 6:30 pm To 9:00 pm  
Type of facility requested: Auditorium Location/campus: Canutillo High School  
Purpose for use of facilities: Religious gathering / community activity  
Number of Participants: 600 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.*

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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: Elder Date: 12-8-25

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Approved by Principal or Designee: <u>[Signature]</u>	Title: <u>Principal</u>	Date: <u>12/8/25</u>
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Custodial Services Required:

Facilities & Transportation Division - Lead Custodian Signature	Date
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Associate Superintendent's Approval: <u>[Signature]</u>	Date: <u>12/15/25</u>
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Board Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date	
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