



OFFICE OF THE ASSOCIATE SUPERINTENDENT

#BestSmallDistrictinTexas

MEMORANDUM

TO: BOARD OF TRUSTEES AND INTERIM SUPERINTENDENT DR. ARELLANO
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT
SUBJECT: FACILITY REQUEST FORM: CHILD EVANGELISM FELLOWSHIP OF WEST TEXAS
DATE: July 24, 2025

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 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 Aircraft Rd.
El Paso, TX 79932

Mailing Address:
P.O. Box 100
Canutillo, TX 79835

P: (915) 877-7481
F: (915) 877-7522
canutilloisd.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 Aircraft Dr. | El Paso, TX 79932



CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES REQUEST FORM

Name: Sheryl Maxson, PhD
 Address: 533 La Cantera Dr 79912 Email: smaxson@elp.isd.net
 Telephone #: 915-549-2394 Date of Application: 7-16-25
 Organization (include specific sport if applicable): Child Evangelism Fellowship, Rio Grande Chapter
 Address: PO Box 4234, El Paso, TX 79914-4234

Please indicate what you are requesting:

Date(s): 9/9/25 - 5/5/28 ^{12/19/25 or 1/20/26} Times: From 3:15 PM To 4:45 PM

Type of facility requested: meeting room ^{meeting area in 7/25/25} Preferred Locations/Campuses: Canutillo Elem

Purpose for use of facilities: Good News Club

Number of Participants: 20 Percentage of Participants CISD students/taxpayers (required): 100%

(Programs with higher CISD participation receive full priority scheduling until 21 calendar days prior to initial event. Other groups may be canceled/rescheduled in fulfillment of requirement prior to the 21-day deadline. Further, CISD retains the right to cancel any group at any time per Superintendent and/or Board action regarding this CISD participation priority guideline.)

Food be sold: Yes ☐ No ☒

Entry Fee for this event: 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/Regulations for use of Canutillo ISD building facilities and I will abide by these rules/regulations. I assume responsibility for the proper care of these facilities.

Applicant signature: Sheryl E. Maxson, PhD Title: Vice Chair Date: 7-16-25

Approved by Principal or Designee: [Signature] Title: Principal Date: 7-22-25

Custodial Services <input type="checkbox"/> Y <input type="checkbox"/> N	Utilities <input type="checkbox"/> Y <input type="checkbox"/> N	Security <input type="checkbox"/> Y <input type="checkbox"/> N
Approval Signature/Title if Custodial Services etc Waived:		
Facilities & Trans. Division – Campus/Facility Lead Custodian Signature	Date	
Resources/Compliance Supervisor Signature	Date	

CFO Approval Signature: [Signature] Date: 7/23/25

Comments: Dates and location are adjusted due to bond renovation projects scheduled at CES.