



OFFICE OF THE ASSOCIATE SUPERINTENDENT

#BestSmallDistrictinTexas

MEMORANDUM

TO: BOARD OF TRUSTEES AND SUPERINTENDENT BORREGO
FROM: DR. DEBRA Y. KERNEY, ASSOCIATE SUPERINTENDENT
SUBJECT: FACILITY REQUEST FORM: ALIVE CHURCH
Date: FEBRUARY 2, 2026

Canutillo ISD has received a facility request form from Alive Church requesting use of the cafeteria at Jose Damian Elementary School for Christian religious service beginning Sunday, March 15, 2026, and continuing every Sunday through May 31, 2026 with the possibility of a renewal at the conclusion of the three-month period. 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



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

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



CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES REQUEST FORM

Name: Jeremiah Tovar
 Address: _____ Email: jeremiahmtovar@gmail.com
 Telephone #: 889 Holly Park Ave. Santa Teresa NM 88008
619-292-1347 Date of Application: 9/29/2025
 Organization (include specific sport if applicable): Alive Church
 Address: 889 Holly Park Ave. Santa Teresa NM 88008

Please indicate what you are requesting:

Date(s): 3/15/26 & every Sunday through 5/31/26 Times: From 9:30 To 12:30pm
 Type of facility requested: Cafeteria Auditorium Preferred Locations/Campuses: Jose Damian Elementary High School

Purpose for use of facilities: Christian religious service

Number of Participants: 100-150 Percentage of Participants CISD students/taxpayers (required): 50

{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 N Entry Fee for this event: Yes ___ No N

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.

[Signature] Lead Pastor 9/29/25
 Applicant signature Title Date

Approved by Principal or Designee <u>[Signature]</u>	Title <u>Principal</u>	Date <u>01-26-26</u>
---	---------------------------	-------------------------

Custodial Services ___Y___N Utilities ___Y___N Security ___Y___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 1/30/26

Comments: Time needed was updated as per an email from Mr. Tovar 1/23/26.