

**PINE TREE  
INDEPENDENT  
SCHOOL DISTRICT**  
CENTRAL ADMINISTRATION



**TONY HOLLINS  
FACILITY SERVICES**

May 28, 2020

Subject: Facility Rental Cancellation

Dear Requester,

We regretfully are informing you that your event you have scheduled with Pine Tree ISD will be cancelled.

Texas Governor Greg Abbott has declared a State of Emergency for the entire State of Texas as a result of the continuing health concerns surrounding Coronavirus or COVID-19. Further, Longview Mayor Andy Mack and the Longview City Council "strongly encourage" actions to limit large group exposure.

Due to the above facts and after discussions with our administration, we are cancelling all district, UIL, and non-district events. It is in the district's best interest as well as for public safety to not host any events at this time.

Once the district has reopened for normal business, we will notify you so that you can reschedule your event.

We apologize for any inconvenience this situation may cause you. If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

A handwritten signature in blue ink that reads "Tony R. Hollins".

Tony Hollins, CTSBO  
Asst. Superintendent of Facilities and Planning