



CENTENNIAL MUSEUM
AND CHIHUAHUAN DESERT GARDENS
THE UNIVERSITY OF TEXAS AT EL PASO

Room Reservation Form

500 W University Ave. El Paso, TX 79968
Contact us at (915) 747-6667 or jrbarragan@utep.edu

The Centennial Museum is an academic support and outreach unit of The University of Texas at El Paso focusing primarily on the natural and cultural history of the Chihuahuan Desert. It promotes and shares knowledge and understanding of the natural diversity of the region and its peoples. The museum meets its responsibilities through the presentation and curation of the permanent collections, including the Chihuahuan Desert Gardens. Furthermore, the museum promotes the scholarly research of UTEP students, faculty, and alumni, and supports the general mission of The University of Texas at El Paso.

Guidelines and Reservation Form

UTEP Departments:

- \$100 rental fee for events occurring during regular museum hours with two weeks prior notice.
- \$50 additional fee for all reservations made with less than two-week prior notice
- \$50 per hour charge for events occurring before/after regular museum hours.

Registered Student Organizations:

- No rental fee required for events occurring during regular museum hours with two weeks prior notice and for a maximum of two hours
- \$25 fee for events over two hours
- \$50 flat fee for all reservations made with less than two-week notice
- \$25 per hour fee for events occurring before/after museum hours

\$50 cancellation fee for events cancelled with less than 24-hour notice

For an additional \$25 fee, the museum can provide the following:

- Microphone/PA System and/or Projector with laptop capability in room other than Discovery Theater

Museum can provide computer/video access in Discovery Theater at no additional charge.

A Garden-use fee of \$25 will be applied to all events held in the Amphitheater, Jubilee Square, Assembly Garden and any other garden areas.

EXTERNAL ENTITIES MUST CONTACT UNIVERSITY RELATIONS AT 915-747-8244

Cleaning Policy:

As the reserving party, you are responsible for all clean up immediately after the event. Please be sure to communicate this policy to your caterer, vendors, volunteers, and other on-site helpers to ensure proper clean up. The museum does not have staff available to assist with event set-up or break-down.

All food, drinks, and trash must be removed from museum immediately after event. All tables and chairs must be folded up, stacked and set aside in a designated space, ready for immediate pick-up. Please keep in mind the museum does not provide trash cans and it is the reserving party's responsibility to properly collect and dispose of all trash.

Organization/Department Name: _____

Point of Contact: _____

Phone Number or Extension: _____

E-mail: _____

Type of Organization: University Sponsored Academic Related Course
 Student Sponsored Partner Organizations
 Other: _____

Event Title: _____

Event Description: _____

Estimated Number of Attendees: _____ **Event Date:** _____

Event Classification: Meeting Conference/Workshop
 Reception Speaker/Lecture
 Other: _____

Event Set Up Start Time: _____

Event Start Time: _____ **Event End Time:** _____

Account will be charged \$25.00 per hour for any time if event is held before/after hours.

Event Breakdown Start Time: _____

Indoor Museum Spaces: Discovery Gallery Discovery Theater
 Tom Lea Gallery Foyer

Outdoor Museum Spaces: Jubilee Square Assembly Garden
 Amphitheater

Event Needs:

Please check all that apply. **NOTE:** If you do not need amount indicated please indicate amount needed for event under the "other" section.

4 ft. Long Table (2 avail.) 6 ft Long Table (2 avail.) 6 ft. x 18 in. Long Table (3 avail.)

8 ft. Long Table (4 avail.) 60 in. Round Table (6 avail.) Black Net Chairs (40 avail.)

Cushioned Chairs (39 avail.) Metal Folding Chairs (20 avail.) projector, screen & clicker

Mac laptop TV Screen w/ Internet- Discovery Theater only Podium

PA System and Microphone Other

Will food and/or beverages be served? If so, please describe:

UTEP Account Number to be charged:

Additional Comments:

Facility Use Terms & Conditions Acknowledgement

Please review the procedures and requirements for use of the Centennial Museum and Chihuahuan Desert Gardens facilities. Reservations will not be complete until all forms are signed and submitted by the current UTEP Faculty or Staff member responsible for the event. Registered student organizations should submit a form signed by their faculty advisor.

We require a valid UTEP account number for cancellation fees and as insurance against any damage or loss that may occur during event.

Understand that this form is a reservation application and is not approved until confirmation is received via email from the Centennial Museum and Chihuahuan Desert Gardens Staff.

Please initial that you have read and understand the following rules and procedures:

_____ Event sponsor and/or event contact person must be present at all times throughout event and during immediate clean-up after event.

_____ Damages or loss will be the responsibility of the reserving party. Damage repair costs will be billed to the account number provided by the reserving party.

_____ UTEP has a contract with Sodexo to provide food and beverage for all.

Thank you for submitting your request!

We will respond within 5 business days with an email containing the status of your request. If you have any questions, please contact Johnny Barragan at 915-747-6667 or via email at jrbarragan@utep.edu.

Museum Hours of Operation are Monday - Saturday 10:00 A.M. - 4:30 P.M.

For all catering needs, please contact Sodexo at 915-747-7460.

For custodial needs, please contact Custodial Services at 915-747-7187.

For reserved parking space requests, please contact the Office of Parking and Transportation at 915-747-5724.

For additional furniture/equipment, please contact Facilities at 915-747-7116.