



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 [oechavarri@utep.edu](mailto:oechavarri@utep.edu)

Organization/Department Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone Number or Extension: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Type of Organization

*\*See description of organizations on the Centennial Museum's website*

University Sponsored

Student Sponsored

Partner Organizations

Other: \_\_\_\_\_

Academic Related Course

\*NOTE: External entities must contact University Events at 915-747-8244

### Event Information

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

#### Event Classification:

Meeting

Conference/Workshop

Reception

Speaker/Lecture

Other: \_\_\_\_\_

Event Timeline:

Set Up Start Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Breakdown End Time: \_\_\_\_\_

Indoor Museum Spaces:

Discovery Gallery

Tom Lea Gallery

Discovery Theater

Foyer

\*includes use of TV screen  
with Internet

Outdoor Museum Spaces:

Jubilee Square

Assembly Garden

Amphitheater

\*NOTE: a garden use fee of \$25 will be applied to  
all events held in the outdoor spaces in  
combination with indoor rentals or rented alone.

Event Needs:

Tables and Chairs: \*In the appropriate box please indicate the number of each type of tables and chairs needed

4' x 24" Long Table (5 avail.)

Cushioned Chairs (39 avail.)

5' x 30" Long Table (1 avail.)

Metal Folding Chairs (20 avail.)

6' x 30" Long Table (2 avail.)

Black Net Chairs (40 avail.)

6' x 18" Long Table (4 avail.)

8' x 30" Long Table (4 avail.)

60" Round Table (6 avail.) \*(Seats 6)

*\*Tables and chair availability depends on usage, not all  
may be available.*

**Additional Equipment and Fees:**

**\*NOTE: A \$25 fee is charged for the use of any or all of the following\***

laptop

projector, screen, & clicker

podium

PA system & microphone

Will food and/or beverages be served?

Yes

No

If yes, please describe: \_\_\_\_\_

\*NOTE: Museum can provide trash cans

UTEP Account Number to be charged: \_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Please schedule a date and time to view the available spaces in person: \_\_\_\_\_

**Facility Use Terms & Conditions Acknowledgment**

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 Osvaldo Echavarri at 915-747-6667 or via email at oechavarri@utep.edu.**

**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. The museum provides trash cans and it is the reserving party's responsibility to properly collect and dispose of all trash.

**Additional Information:**

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

**Staff Notes:**