Purpose
The purpose of this document is to help groups reserve space for events at the Big Red Barn using the Scheduling@Cornell reservation system. In order to reserve space at the Barn, your group needs to provide information regarding your event needs. Please follow the guidelines in this document to request your group’s needs. The images in this document show examples for filling in this document, and you may need to make some different selections from those shown. Your event organizer will receive a follow-up email from Barn staff asking for additional information before confirming the event if necessary.

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Requesting An Event

Go to the Scheduling@Cornell website, log in, and click ‘Event Form’ at the top of the page. Fill out your event name, event title (optional), event type, your organization, and other details as appropriate.

The Event Name is a short name used for searches. The Event Title (optional) is a longer name which may be published to university event calendars, if you wish.

Select the event type corresponding to your event from the drop-down menu.

Provide an attendance estimate and some promotional information about your event.
Scheduling a Time

Input the date and time of your event, then select the drop-down array next to **Additional Time**. You **must** include an extra half an hour of setup time and half an hour of takedown time for Barn staff to prepare before the event and clean up after the event. You may choose to add extra time for your group to prepare and clean up as well.

![Scheduling a Time](image)

**Click to expand Additional Time section**

You **must** add at least 30 minutes of setup time before and 30 minutes of takedown time after the event for Barn staff to set up and clean up. In some cases, you may need more time. For example, Cornell Catering requires 90 minutes to set up.

You may also choose to add time for your own group to set up (Pre-Event Time) and/or clean up (Post-Event Time).

Note that this **Additional Time** will add to the overall event duration.
If you have a recurring event, click on the **Repeating Pattern** button to provide more information. The Pattern Picker box will pop up and allow you to fill in the frequency of your repeating event. Click **View All Occurrences** to see a list of every event in the request.

Click to set up a repeating event

You can select events which repeat ad hoc, daily, weekly, or monthly.

Provide either the last date of the repeating event, or the number of iterations of the event.
Choosing a Location
The Barn has four spaces which can be reserved for events: the mainspace, greenhouse, upstairs (above the mainspace), and patio.

Space capacities are as follows:

- Mainspace (BRB101): 56 people
- Greenhouse (BRB103): 48 people
- Upstairs (BRB201): 50 people
- Patio (BRBXPAT) - Outdoors: 52 people

Space capacities listed on the reservation form may not match those listed above. You may need to deselect Enforce Headcount in order to see all available spaces.

You may reserve combinations of spaces for your event in order to meet your event head count. For example, you may book both the mainspace and upstairs, the mainspace and greenhouse, or all four spaces in the Barn for a single event.

If you are reserving the patio, please reserve an indoor space as well to ensure a backup location in case of bad weather.

You may need to deselect Enforce Headcount to make sure you can see all available spaces. If one space can’t hold your full attendance, you may reserve multiple spaces within the Barn.

Type ‘Big Red Barn’ in the search bar and click Search, and the available areas will appear below.

Reservation spaces are:
- BRB101 – Mainspace
- BRB103 – Greenhouse
- BRB201 – Upstairs (above mainspace)
- BRBXPAT – Outdoor patio

You may reserve multiple spaces.
Once you choose a space, you will see the reservation date and time request below.
Custom Attributes (Event Activities and Requests)
There will be more questions in a follow-up form based on these questions.

Select No if participants will be purchasing regularly-scheduled alcohol service from the Barn.

If you are having any food at the event, select Yes here and for question Z.

See the Outdoor Activities section later in the document for guidelines if you would like to use an outdoor space.

Please contact Jen Forbes if you plan on selling/distributing merchandise

The Barn does not have dedicated parking for events. Please see signs posted in nearby parking lots for details. Please select No.

It is helpful to list an alternative backup date for your event. In the case that another group’s event is pending approval for your requested time, this will allow us to respond to your request faster.
Event Details

In the textbox shown in the image below (after the ‘Please enter details of your event...’ prompt), please list relevant information about your event’s attendees, food, alcohol, A/V, and outdoor needs:

- **Attendees**: Describe who will be attending your event based on the table on our website. This will help us determine your cost (if any) for the event.
- **Alcohol**: If you are purchasing drink tickets, provide the number of tickets you will need. For your alcohol options and responsibilities, see the Alcohol section of this document.
- **Food**: If you are providing food (required when serving alcohol), provide your food service. For your food options, see the Food section of this document.
- **A/V**: If you are using A/V services, list which ones and for what purpose. For your A/V options, see the A/V section of this document.
- **Outdoor Activities**: If you are hosting outdoor events or setting up equipment outdoors, describe them here. For allowed outdoor activities, see the Outdoor Activities section of this document.

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**Event Name**
**Event Title**
**Event Type**
**Primary Organization**
**Sponsoring Organization**
**Expected Head Count**
**Event Promotional Details (not implemented yet)**
**Date and Time**
**Locations**
**Please attach any layout or additional information needed for your room reservation**
**Custom Attributes**
**Categories**

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**Categories**

Event categories are a form of grouping to aid in searching for events. If you do not want your event to appear on published web calendars, please select "Do Not Display on Web Calendars.”

**Please enter details of your event: list event details, any food that will be present, room setup needs and audio-video requirements**

- Required

Please provide details of your event, supply any additional information about your audio video needs, special instructions, or set up information. The scheduler will use this information to order any furniture, equipment, or services needed to ensure a successful event.

**FOOD**: If you are bringing any food to your event, describe the items being brought; this would include having a box of donuts, pizza, take-out, anything food-related.

**TIP**: If you would like the furniture arranged a certain way, ask for it here. If you rearrange the furniture, you will be expected to return it to its original configuration before you leave.

This is an example event:
Alcohol from BRB (we need 100 drink tickets). We will need to use the A/V system to project a PowerPoint and a microphone for the speakers. Our group will use one table to use for event check-in.
Alcohol

Groups may choose to have alcohol available at their event. Alcohol may only be provided by the Barn or by Cornell Catering. If you do not plan on purchasing drink tickets or paying for alcohol, your guests may still pay for alcohol on their own at regularly scheduled alcohol service from the Barn. If this is the case, you may select ‘No’ for Custom Attributes question A in the form.

If groups choose to serve alcohol at an event:

- Food must be served at the event (see Food section below)
- If you are getting drink tickets, please request them at least 4 business days in advance. Put your requested number of drink tickets in the text box of the Please Enter Details of Your Event section of the form.
- Barn staff will be responsible for checking IDs and serving alcohol.
- Alcohol is allowed in some outdoor locations around the Barn (e.g. at the picnic tables). See Barn staff for more acceptable locations.

A/V

The Barn provides audiovisual technology services for event use. The Barn charges $25 for use of any A/V technology or combinations of A/V technology.

Groups may use Barn A/V equipment, including:

- Stereo/sound system
- Projection to up to 4 large-screen TVs (from a DVD player or your laptop, or general TV use)
- Microphone

Please put your A/V needs in the text box of the Please Enter Details of Your Event section of the form.
Food
Groups are required to have food at any event where alcohol is being served. Amounts of food need to be appropriate for the number of people for the event. The Barn will provide free soda and water for all events.

Food options in the Barn are:

- **Purchasing snacks from the Big Red Barn.** Potato chips, tortilla chips, salsa, and pretzels. $50 for 50 people; additional $50 each for subsequent group of 10-50 people.
- **Ordering full catering from Cornell Catering**
- **Ordering with Cornell Caterings ‘Green Gourmet’ service and having it delivered to the barn** (only for week-day events not including service staff)
- **Ordering pizza from a local vendor** and having it delivered directly to the barn (utensils, plates, and/or napkins are not provided by the Barn)
- **Ordering ice cream from the Dairy Bar.** Contact Meng-Wei Hsu for details; mh873@cornell.edu, 607-882-0420 (Weekdays). This will not include spoons, ice cream scoops, bowls, toppings, napkins, or staff to scoop ice cream. Groups wanting these additions should book a full service ice cream bar from Cornell Catering.
- **Ordering cupcakes, brownies, or other desserts** for delivery from Cornell Catering’s ‘Sweet Sensations’ service weekdays or weekends. Does not include service staff.
- **Ordering kosher catering from 104 West.** Contact Jacob Kuehn (koshercatering-l@cornell.edu or 607-255-5986). Catering orders could incur delivery charges. Typically available weekdays only. Please provide 2 weeks lead time before your event.

Groups may not:

- Bring in store-bought food which is not provided by one of the vendors listed above.
- Bring in outside caterers, even if they are approved by the University and are on risk management’s approved list.
- Have ‘pot luck’ or homemade food in the Barn.
Outdoor Activities
The Barn has an outdoor patio area available for reservations. If you choose to use this space, please be aware of the allowed activities and restrictions.

Allowed items/activities:

- Tents/canopies
- Ground stakes/poles
- Decorations (e.g. streamers, helium balloons)
- Inflatables/dunk tanks (Put in the contact info. After your application is received, the director will reach out to you to discuss the request. There is no guarantee that the request will be fulfilled)
- Athletic Activities
- Animals (like therapy dogs)

Not allowed:

- Drones
- Large structures/artwork

Please provide information on your outdoor activities in the text box of the Please Enter Details of Your Event section of the form if you plan on using the space for any of the allowed items above. If applicable (such as for tents, inflatables, or dunk tanks), include the contact information for the rental service.

You may have alcohol in some outdoor areas of the Barn. Please contact Barn staff for specific locations.