Scheduling at the Barn: Scheduling@Cornell
ERP Guide for the Big Red Barn

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.

Requesting An Event
Go to the Scheduling@Cornell website, log in, and click ‘Event Form’ at the top right of the page. Fill out the 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.
Head Count & Scheduling a Time

Input the expected head count, 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.

Uncheck this box if the event goes past midnight.

Click to expand **Additional Time** section

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.

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.

Click to set up a repeating event
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.

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**Click to set up a repeating event**

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**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 five spaces which can be reserved for events: entire barn, main space, greenhouse, upstairs (above the main space), and patio.

Space capacities are as follows:

- **BRB101X (Entire Big Red Barn): 156 people**

*Can select multiple spaces if not reserving the entire Barn (above option).*

- BRB101 (Main space): 56 people
- BRB103 (Greenhouse): 48 people
- BRB201 (Upstairs): 50 people
- BRBXPAT (Patio): 85 people – outdoors and includes both sides of the building.

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 main space and upstairs, the main space 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:
- BRB101X – Entire Barn
- BRB101 – Main space
- BRB103 – Greenhouse
- BRB201 – Upstairs (above main space)
- BRBXPAT – Patio

You may reserve multiple spaces if not reserving the entire Barn.

Once you choose a space, you will see the reservation date and time request below.
Please read and understand the following before moving continuing the reservation request. The following descriptions on the event details will clarify the Big Red Barn’s rules regarding reservations and events.

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 drinks, provide the number of drinks you will need. For your alcohol options and responsibilities, see the Alcohol section below.
- **Food:** If you are providing food (required when serving alcohol), provide your food service. For your food options, see the Food section below.
- **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 below.
- **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 below.

Alcohol
Groups may choose to have alcohol available at their event. Alcohol can only be provided by the Barn or by Cornell Catering. If you do not plan on purchasing 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 the question “Will your event have alcohol?” in the questions above.

If groups choose to serve alcohol at an event:
- Food must be served at the event (see Food section below)
- 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. $60 for 50 people; additional $60 each for subsequent group of 10-50 people.
- **Order with Cornell Catering’s Classic Catering.** Full catering (staffed with full meals).
- **Order with Cornell Caterings Express Catering.** Quick, cheaper food.
- **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 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 **Store-bought food** (box of donuts, pizza, takeout)
- Provide and serve food by group members.
- Bring in **outside caterers**, even if they are approved by the University and are on risk management’s approved list.
- Have members provide food and self-serve (potluck).
- **Due to COVID-19 color status, the Barn may or may not be able to support food at programs. Please ask the Barn Director for further clarification and details.**
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 with proper approval ahead of time:  
*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.*

- Tents/canopies
- Ground stakes/poles
- Decorations (e.g. streamers, helium balloons)
- Inflatables/dunk tanks
- Athletic Activities
- Animals (like therapy dogs)

Not allowed:
- Drones
- Fire
- 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.
The Online Form

- Will your event be hosted: 1) In-Person Only
- Which Campus? Ithaca Campus
- Will your event have alcohol? No
- Will any attendees be under the age of 21? No
- Is your event by invite only? No
- What type(s) of alcohol will be present? 5. Beer and Wine
- How many cases of beer will be purchased? (enter ‘0’ for none) 25 drinks
- How many bottles of wine will be purchased? (enter ‘0’ for none) 25 drinks
- List the non-alcoholic beverages and food that you will have available: Soda and water are provided for free by the Barn.
- Will alcohol be sold? No
- Alcohol Caterer business name: (see approved caterer list) My caterer is not in the list
- Provide the Catering business’s name, contact name, phone number, and permit number (if known): Barn
- Describe the location of ID Check(s) stations, and name(s) of those checking IDs: Barn staff will be responsible for checking IDs.
- Describe your plans for ensuring that alcohol will not be served to those who are intoxicated or underage: Barn staff is responsible for enforcing alcohol policies.
- Responsible person’s Name and NetID must be in attendance during the entire event and must not consume alcohol.
- Is your event having food of any kind? No

Select In-Person Only
Select No if participants will be purchasing regularly-scheduled alcohol service from the Barn.
Contact Barn Director with questions about fees.
Select a beer or wine option. Liquor is not allowed.
Select how many drinks in total will be purchased and put that number in for both. For example, if 25 drinks will be purchased in total, put 25 in both wine and beer.
Barn staff will be responsible for enforcing alcohol rules & policies.
This should be the name of your organization’s member who is responsible for this event. Not a Barn staff member.
Select “No”. Open fire and drones are not allowed.

Select “The caterer will be providing and serving food”

Dropdown menu:
- Yes, playing music
- No, not having performers or playing music

Dropdown menu:
1. Member of your Organization
2. Official university communications groups
3. An outside group has been engaged to broadcast/record the event
The Barn does not have dedicated parking for events. Please see signs posted in nearby parking lots for details. Please select No.

This should be the name of your organization’s member who is responsible for this event. Not a Barn staff member.

Please contact Jen Forbes if you plan on selling/distributing merchandise.
Please note, based on the COVID-19 color status, the Barn may or may not be able to support certain programs or events. Additionally, outside guests not affiliated with the University may not be allowed to attend events at the Barn at this time. Further clarification will come from the Barn Director after event request is submitted.