**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.

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.

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 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): 148 people**

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

- BRB101 (Main space): 50 people
- BRB103 (Greenhouse): 48 people
- BRB201 (Upstairs): 50 people
- BRBXPAT (Patio): approx. 150 people – outdoors and includes both sides of the building. Seating for 52 people. Standing room for more.

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.

How the Barn bookings work

- We have three designated spaces, each hold around 50 or less
- On a normal day when we are open (Weekdays, during the semester while classes are in session, after 3 PM), I can book two of those spaces and we leave one open for students that stop by for what we call ‘snack service’
- On weekends we are not normally open, so I can accommodate more students or booking of the whole space
- If the choice that you desire is not available, you can:
  - look at another weekday when nothing else is scheduled or one thing is scheduled
  - look at a weekend
  - reduce the headcount to fit in a smaller space

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.
**Weekend Alcohol**

The Big Red Barn staff can support one event with alcohol service per weekend for a maximum of three hours of service. Events can take place for more than three hours, but alcohol can only be served for three hours. If there is already an event booked the weekend you are interested in the Barn, you can book Cornell Catering to serve alcohol and/or food at their set pricing. You may also request another weekend where there is not already a booked alcohol event.

**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.

In a situation where the Barn staff cannot provide the needed level of AV service needed by a group, a group/office can request an AV technician be available on site for their event.

- The costs start at $90 an hour for in room AV support.
- Book at least 10 days in advance with the link provided
  - [https://tdx.cornell.edu/TDClient/39/Portal/Requests/TicketRequests/NewForm?ID=smq-KVQrsfu &RequestorType=ServiceOffering](https://tdx.cornell.edu/TDClient/39/Portal/Requests/TicketRequests/NewForm?ID=smq-KVQrsfu &RequestorType=ServiceOffering)
- Minimum one hour billed and this must be charged to a university account
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.

If Catering is using an outside rental service (usually Auburn Party Rental), the following applies:

- Catering will ask the company to come pick up anything they dropped off at the end time of the event or perhaps a few minutes before.
- If the rental company does not pick these items up then, catering staff are being instructed to put the items outside the Barn so the company can come get them at another time and no staff need to be present to help with this
- If asked, please do not agree to stay at the Barn beyond your work end time to facilitate these pickups. You can let staff know (catering or rental company) you are not approved to work longer hours than scheduled for this reason and that items will be outside and the door locked
- If rental companies ask to leave items until another time, tell them you cannot approve or decline this as their contract is with Cornell Catering, not the Big Red Barn.

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).**
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
If using Barn services: select Food for an event at the Big Red Barn

If using Barn services: select Customer is having Big Red Barn food offerings

Select "No". Open fire and drones are not allowed.

Dropdown menu:

- Yes, playing music
- No, not having performers or playing music
- Yes, for an internal practice/rehearsal
- Yes, having a performer
- Yes, playing music
- Yes, playing music and having a performer
* Is the speaker/artist a politician, or do they hold an elected/appointed position with the US or a foreign government?

No [ ] Yes [ ]

* Will your event be streamed, broadcast, photographed, or recorded for distribution?

No [ ] Yes [ ]

* Who will be doing the streaming, broadcasting, photography, and recording?

1. Member of your Organization
2. Official university communications groups
3. An outside group has been engaged to broadcast/record the event
4. [ ]

* Will news media be present at the event?

No [ ] Yes [ ]

* Describe the intended purpose/usage of the broadcast or recording.

* Is the technology being used to accomplish this streaming/broadcasting/recording:

1. Licensed through a department or the University
2. [ ]

* Will the recorded event be used for promotions?

No [ ] Yes [ ]

* Do you have signed photo releases for all participants?

No [ ] Yes [ ]

* Does your event include sales or fundraising?

No [ ] Yes [ ]

* How much money will be collected per attendee?

* Will you hold a raffle or auction to raise money?

No [ ] Yes [ ]

* Describe how the proceeds will be used:

* Will you be selling or distributing merchandise?

No [ ] Yes [ ]

* Please describe the items to be sold or distributed:

* Who will be supplying the items (manufacturer and vendor names)?

* Will any of your attendees be from outside of the Cornell community?

No [ ] Yes [ ]
Dropdown menu:

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.