Scheduling at the Barn: Scheduling@Cornell

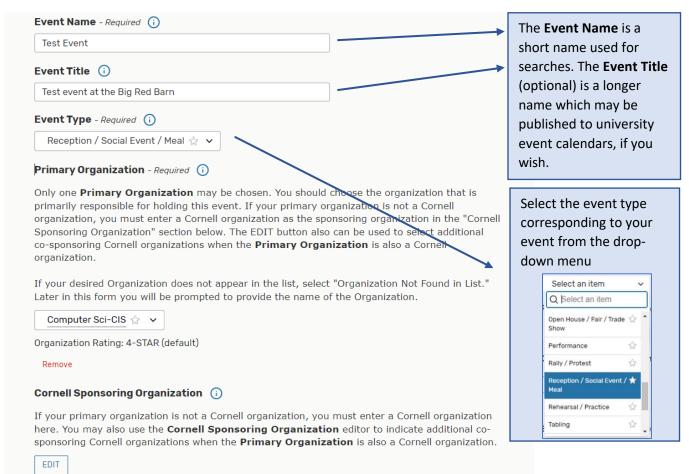
ERP Guide for the Big Red Barn

Purpose

The purpose of this document is to help groups reserve space for events at the Big Red Barn using the <u>Scheduling@Cornell</u> 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.

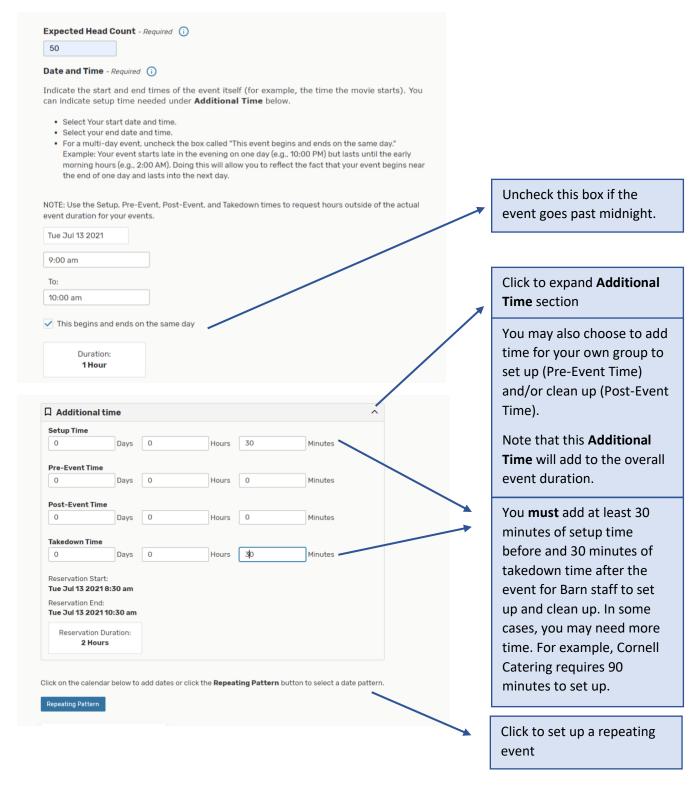
Requesting An Event

Go to the <u>Scheduling@Cornell</u> website, log in, and **click 'Event Form'** at the top right of the page. Fill out the details as appropriate.

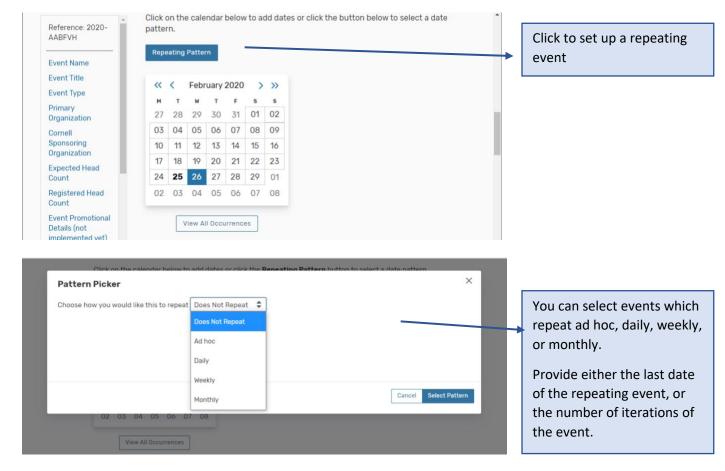


Head Count & Scheduling a Time

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.



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.



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

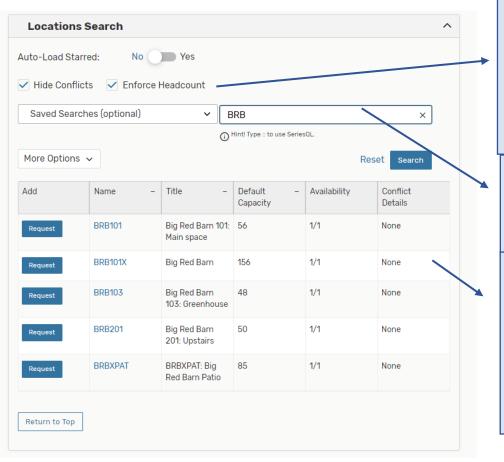
Can select multiple spaces if not reserving the entire Barn (above option).

- 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.

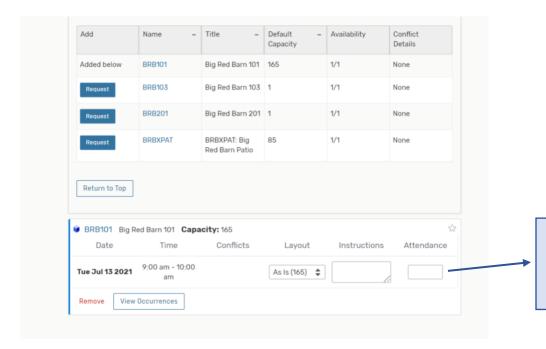
Reservation spaces are:

BRB101X – Entire Barn

BRB101 – Main space BRB103 – Greenhouse BRB201 – Upstairs (above main space)

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

BRBXPAT - Patio



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 <u>on our website</u>. 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:
 - o look at another weekday when nothing else is scheduled or one thing is scheduled
 - o look at a weekend
 - o 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
- 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 (<u>koshercatering-l@cornell.edu</u> or <u>607-255-5986</u>). 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 quarantee 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

The Online Form

Large structures/artwork

Please provide information on your outdoor activities in the text box of the <u>Please Enter Details of Your Event</u> 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.

Select In-Person Only * Will your event be hosted: 1) In-Person Only Select No if participants will be purchasing regularlyscheduled alcohol service * Which Campus? Ithaca Campus from the Barn. If using Barn services: select Alcohol * Will there be alcohol at your event? No available for purchase at the venue (i.e., Big Red Barn) * Who will be providing the alcohol? a)Alcohol available for pu

