

# 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 screenshot shows the 'Event Form' interface. It includes the following fields and sections:

- Event Name - Required** (with an information icon): A text input field containing 'Test Event'. A blue arrow points from this field to a callout box on the right.
- Event Title** (with an information icon): A text input field containing 'Test event at the Big Red Barn'. A blue arrow points from this field to the same callout box on the right.
- Event Type - Required** (with an information icon): A dropdown menu showing 'Reception / Social Event / Meal' with a star icon and a downward arrow. A blue arrow points from this dropdown to a callout box on the right.
- Primary Organization - Required** (with an information icon): A text input field containing 'Computer Sci-CIS' with a star icon and a downward arrow. Below it, the text reads 'Organization Rating: 4-STAR (default)' and there is a red 'Remove' link.
- Cornell Sponsoring Organization** (with an information icon): A text input field with an 'EDIT' button below it.

Two callout boxes on the right provide additional information:

- The top callout box explains that the **Event Name** is a short name used for searches, while the **Event Title** (optional) is a longer name that may be published to university event calendars.
- The bottom callout box instructs the user to select the event type from the dropdown menu, showing a preview of the dropdown list with 'Reception / Social Event / Meal' selected.

## 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.

**Expected Head Count** - Required ⓘ

**Date and Time** - Required ⓘ

Indicate the start and end times of the event itself (for example, the time the movie starts). You can indicate setup time needed under **Additional Time** below.

- Select Your start date and time.
- Select your end date and time.
- For a multi-day event, uncheck the box called "This event begins and ends on the same day." Example: Your event starts late in the evening on one day (e.g., 10:00 PM) but lasts until the early morning hours (e.g., 2:00 AM). Doing this will allow you to reflect the fact that your event begins near the end of one day and lasts into the next day.

NOTE: Use the Setup, Pre-Event, Post-Event, and Takedown times to request hours outside of the actual event duration for your events.

Tue Jul 13 2021

9:00 am

To:

10:00 am

This begins and ends on the same day

Duration:  
**1 Hour**

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.

**Additional time**

**Setup Time**  
0 Days 0 Hours 30 Minutes

**Pre-Event Time**  
0 Days 0 Hours 0 Minutes

**Post-Event Time**  
0 Days 0 Hours 0 Minutes

**Takedown Time**  
0 Days 0 Hours 30 Minutes

Reservation Start:  
**Tue Jul 13 2021 8:30 am**

Reservation End:  
**Tue Jul 13 2021 10:30 am**

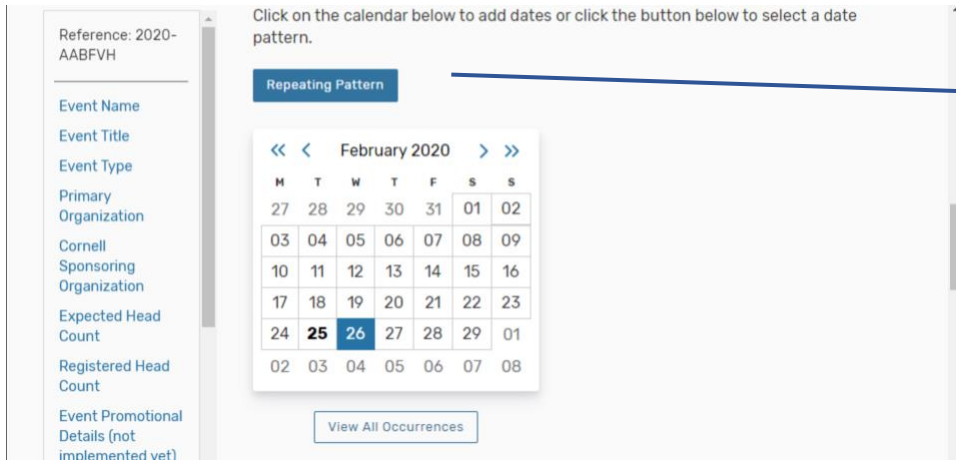
Reservation Duration:  
**2 Hours**

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

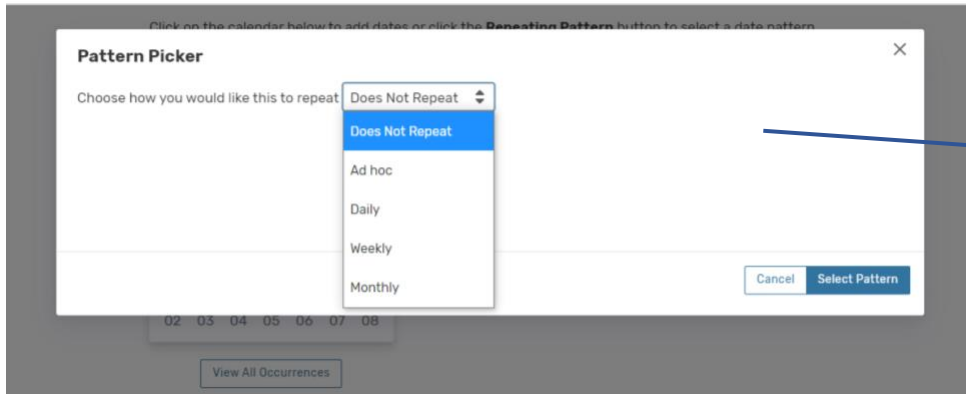
**Repeating Pattern**

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.

**Locations Search**

Auto-Load Starred:  No  Yes

Hide Conflicts  Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Title	Default Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	BRB101	Big Red Barn 101: Main space	56	1/1	None
<input type="button" value="Request"/>	BRB101X	Big Red Barn	156	1/1	None
<input type="button" value="Request"/>	BRB103	Big Red Barn 103: Greenhouse	48	1/1	None
<input type="button" value="Request"/>	BRB201	Big Red Barn 201: Upstairs	50	1/1	None
<input type="button" value="Request"/>	BRBXPAT	BRBXPAT: Big Red Barn Patio	85	1/1	None

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.

Add	Name	Title	Default Capacity	Availability	Conflict Details
Added below	BRB101	Big Red Barn 101	165	1/1	None
<input type="button" value="Request"/>	BRB103	Big Red Barn 103	1	1/1	None
<input type="button" value="Request"/>	BRB201	Big Red Barn 201	1	1/1	None
<input type="button" value="Request"/>	BRBXPAT	BRBXPAT: Big Red Barn Patio	85	1/1	None

**BRB101** Big Red Barn 101 **Capacity: 165**

Date	Time	Conflicts	Layout	Instructions	Attendance
Tue Jul 13 2021	9:00 am - 10:00 am		As Is (165)	<input type="text"/>	<input type="text"/>

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=smg-KVQrsfU\\_&RequestorType=ServiceOffering](https://tdx.cornell.edu/TDClient/39/Portal/Requests/TicketRequests/NewForm?ID=smg-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](mailto: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](mailto:koshercatering-l@cornell.edu) or [607-255-5986](tel: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

The screenshot shows a form with the following questions and answers:

- Will your event be hosted: 1) In-Person Only
- Which Campus: Ithaca Campus
- Will there be alcohol at your event? No (selected)
- Who will be providing the alcohol? a) Alcohol available for purchase at the venue
- Are you reserving the Big Red Barn? No (selected)
- What bar service will you be using? Using Big Red Barn bar service
- What Big Red Barn bar service are you using? Normal bar service: Mon-Thur 2pm-10pm and Fri 2pm-4pm
- Is your event having food of any kind? Yes (selected)
- Please pick the choice that best describes your foodservice: 1. Food for an event at the venue

Callout boxes provide details for the dropdown menus:

- Select In-Person Only**: Points to the "1) In-Person Only" dropdown.
- Select No if participants will be purchasing regularly-scheduled alcohol service from the Barn.**: Points to the "No" toggle for alcohol.
- If using Barn services: select Alcohol available for purchase at the venue (i.e., Big Red Barn)**: Points to the "a) Alcohol available for purchase at the venue" dropdown. The menu options are:
  - a) Alcohol available for purchase at the venue (i.e., Big Red Barn, Moakley House)
  - b) Alcohol provided by the sponsoring organization (university department)
  - c) Alcohol provided by an approved caterer
- If using Barn services: Using Big Red Barn bar service (Graduate Students Only)**: Points to the "Using Big Red Barn bar service" dropdown. The menu options are:
  - Using Big Red Barn bar service (Graduate students only)
  - Using CU Catering bar service (non-Graduate Students and outside events)
- If using Barn services during the week: select Normal bar service: Mon-Thur 2pm-10pm and Fri 2pm-4pm**: Points to the "Normal bar service: Mon-Thur 2pm-10pm and Fri 2pm-4pm" dropdown. The menu options are:
  - Normal bar service: Mon-Thur 2pm-10pm and Fri 2pm-4pm
  - Need to add bar service: Sat and Sun outside of normal business hours

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

- 1. Food for an event at the Big Red Barn
- 2. Delivery/Takeout from restaurant/business (Pizza, Chinese, etc.)
- 3. Store-bought pre-prepared food (Donuts, Cookies, Chips, etc.)
- 4. Food is being provided and served by a caterer
- 5. Food is being prepared by group members (homemade)
- 6. Other

\* What type of food are you having at the Big Red Barn?

2. Customer is having Big

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

- 2. Customer is having Big
- 1. Customer is having pizza only delivered
- 2. Customer is having Big Red Barn food offerings
- 3. Customer is hiring Cornell Catering

\* Is your event being held outdoors, and not a rally, protest, or tabling?

No  Yes

Select "No".

Open fire and drones are not allowed.

\* Will you have any of the following at your event: tents/canopy(s), stage or other structure, ground stakes (posts)?

No  Yes

\* Will your event have: propane gas/charcoal grill, candles, open fire/flame, sterno, or a generator?

No  Yes

\* Are you planning to use a drone?

No  Yes

\* Are you building or placing a large structure or artwork on campus?

No  Yes

\* Will your event include inflatables, dunk tanks, other entertainment, or activity equipment?

No  Yes

\* Outdoor Vendor business name:

\* Will your event include athletic activities?

No  Yes

\* Will your event include animals?

No  Yes

**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

\* Will you have an artist or music at your event?

Yes, playing music

\* Will your event feature a speaker, artist, or dignitary?

No  Yes

\* Please provide the name of your outside speaker/artist.

\* Will the speaker/artist be compensated in any way?

No  Yes

\* Could your speaker/artist be considered a dignitary?

No  Yes

\* Is the speaker/artist a politician, or do they hold an elected/appointed position with the US or a foreign government?

No  Yes

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

No  Yes

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

1. Member of your Organi

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\* Will news media be present at the event?

No  Yes

**Dropdown menu:**

- 1. Member of your Organi
- 1. Member of your Organization
- 2. Official university communications groups
- 3. An outside group has been engaged to broadcast/record the ever

\* 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 de

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\* Will the recorded event be used for promotions?

No  Yes

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\* Do you have signed photo releases for all participants?

No  Yes

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\* Does your event include sales or fundraising?

No  Yes

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\* How much money will be collected per attendee?

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

No  Yes

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\* Describe how the proceeds will be used:

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\* Will you be selling or distributing merchandise?

No  Yes

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\* Please describe the items to be sold or distributed:

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

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

No  Yes

**Dropdown menu:**

- 1. Licensed through a de
- 1. Licensed through a department or the University
- 2. Is not licensed through a department or the Universit

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

**Dropdown menu:**

- 1. The event is open to the public
- 2. The event is open to the Cornell community
- 3. The event is open to Cornell Faculty/Staff
- 4. The event is open to Cornell graduate students
- 5. The event is open to Cornell undergraduate students
- 6. The event is open to invited guests/registrants only

\* Please choose the type of outside attendees expected:

\* Will any of the attendees be minors under 18 years old who are NOT students at Cornell?  
 No  Yes

\* Will you be using the Cornell logo, Cornell name, department logo, or other Cornell artwork?  
 No  Yes

\* Please describe the item(s) (i.e., hats, t-shirts, give-a-ways, etc.) or other usages of the Cornell brand or name.

\* Will you be using a Cornell department logo when broadcasting or streaming?  
 No  Yes

\* Choose from the following list to indicate whether your event will have:

\* Will you be using amplified sound or professional lighting at your event?  
 No  Yes

\* Please describe where the speakers, lights, or structures will be located.

\* Does your event have parking or traffic needs?  
 No  Yes

\* Enter the name and phone number of the Event Organizer that will be on-site:

**Dropdown menu:**

1. decorations (streamers, balloons)
2. amplified sound (hiring a sound company)
3. lighting (hiring a lighting company)
4. a combination of decorations, lighting, and/or amplified sound
5. large artwork or structure
6. No decorations, amplified sound, lighting, or artwork/structure

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.**

**Event In-Depth Details - Required** ⓘ

Please enter more comprehensive and thorough details of your event, so that event reviewers understand what you are trying to accomplish.

Tip: Submitting incorrect or inaccurate information will delay your event request process; be sure to include as many details as you can.

This is an example event.  
 Alcohol will be provided by the Barn.  
 We will need to use the A/V system for a PowerPoint presentation.  
 We will need one event table for event check-in.  
 No guests outside of the Cornell community will be attending.  
 Attendees will be limited to our group members.