

# 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' on the Scheduling@Cornell website. It includes fields for Event Name, Event Title, Event Type, Primary Organization, and Cornell Sponsoring Organization. Annotations with arrows point to specific fields and a dropdown menu to explain their purpose.

**Event Name** - Required ⓘ

Test Event

**Event Title** ⓘ

Test event at the Big Red Barn

**Event Type** - Required ⓘ

Reception / Social Event / Meal ☆ ▼

**Primary Organization** - Required ⓘ

Only one **Primary Organization** may be chosen. You should choose the organization that is primarily responsible for holding this event. If your primary organization is not a Cornell organization, you must enter a Cornell organization as the sponsoring organization in the "Cornell Sponsoring Organization" section below. The EDIT button also can be used to select additional co-sponsoring Cornell organizations when the **Primary Organization** is also a Cornell organization.

If your desired Organization does not appear in the list, select "Organization Not Found in List." Later in this form you will be prompted to provide the name of the Organization.

Computer Sci-CIS ☆ ▼

Organization Rating: 4-STAR (default)

[Remove](#)

**Cornell Sponsoring Organization** ⓘ

If your primary organization is not a Cornell organization, you must enter a Cornell organization here. You may also use the **Cornell Sponsoring Organization** editor to indicate additional co-sponsoring Cornell organizations when the **Primary Organization** is also a Cornell organization.

[EDIT](#)

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

Select an item ▼

Q Select an item

Open House / Fair / Trade Show ☆

Performance ☆

Rally / Protest ☆

Reception / Social Event / Meal ☆

Rehearsal / Practice ☆

Tabling ☆

## 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 ⓘ

50

**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**

**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 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.

Reference: 2020-AABFVH

Event Name  
Event Title  
Event Type  
Primary Organization  
Cornell Sponsoring Organization  
Expected Head Count  
Registered Head Count  
Event Promotional Details (not implemented yet)

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

**Repeating Pattern**

February 2020						
M	T	W	T	F	S	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	01
02	03	04	05	06	07	08

**View All Occurrences**

Click to set up a repeating event

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

**Pattern Picker**

Choose how you would like this to repeat

- Does Not Repeat
- Does Not Repeat**
- Ad hoc
- Daily
- Weekly
- Monthly

**Cancel** **Select Pattern**

**View All Occurrences**

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.

The screenshot shows the 'Locations Search' interface. At the top, there's a toggle for 'Auto-Load Starred' set to 'No'. Below it are checkboxes for 'Hide Conflicts' and 'Enforce Headcount', both of which are unchecked. A search bar contains the text 'big red barn'. Below the search bar is a 'More Options' dropdown and a 'Reset' button. A 'Search' button is to the right of the search bar. Below these elements is a table with columns: 'Add', 'Name', 'Title', 'Default Capacity', 'Availability', and 'Conflict Details'. The table lists four locations: BRB101 (Big Red Barn 101, capacity 165), BRB103 (Big Red Barn 103, capacity 1), BRB201 (Big Red Barn 201, capacity 1), and BRBXPAT (BRBXPAT: Big Red Barn Patio, capacity 85). Each row has a 'Request' button in the 'Add' column. A 'Return to Top' button is at the bottom left. Annotations with arrows point to the 'Enforce Headcount' checkbox, the search bar, and the table.

Add	Name	Title	Default Capacity	Availability	Conflict Details
<a href="#">Request</a>	BRB101	Big Red Barn 101	165	1/1	None
<a href="#">Request</a>	BRB103	Big Red Barn 103	1	1/1	None
<a href="#">Request</a>	BRB201	Big Red Barn 201	1	1/1	None
<a href="#">Request</a>	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:

- BRB101 – Mainspace
- BRB103 – Greenhouse
- BRB201 – Upstairs (above mainspace)
- BRBXPAT – Outdoor patio

You may reserve multiple spaces.

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

[Return to Top](#)

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

Date	Time	Conflicts	Layout	Instructions	Attendance
<b>Tue Jul 13 2021</b>	9:00 am - 10:00 am		As Is (165)		
<a href="#">Remove</a>	<a href="#">View Occurrences</a>				

Once you choose a space, you will see the reservation date and time request below.

## 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 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.

## 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.
- **Ordering full catering from [Cornell Catering](#)**
- **Ordering with Cornell Caterings 'Express Catering' service.** Fill out the event inquiry form and the sales team will respond within 24 hours.
- **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 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](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.

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.



## The Online Form

**Event Activities and Features** ⓘ

\* Will your event be: 1) In-Person Only

\* Will your event have alcohol? No ☒ Yes

\* Will any attendees be under the age of 21? No ☐ Yes

\* Is your event by invite-only? No ☐ Yes

\* 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

\* How many bottles of wine will be purchased? (enter '0' for none) 25

\* 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 ☒ Yes

\* Alcohol Caterer business name: (see approved caterer list) Cornell Catering

\* Describe the location of ID Check(s) stations, and name(s) of those checking IDs:  
Cornell Catering  
My caterer is not in the list checking IDs.

\* 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 ☒ Yes

Select **In-Person Only**

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

Select a beer or wine option. Liquor is not allowed.

1. Beer Only  
2. Wine Only  
3. Liquor Only  
4. Beer, Wine, and Liquor  
5. Beer and Wine  
6. Beer and Liquor  
7. Wine and Liquor

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.*

• Please pick the choice that best describes your foodservice: 1. Store-bought (box of c ▾)

• Is your event being held outdoors, and not a rally, protest, or tabling? No ☒ Yes

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

• Describe the athletic activities.

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

Select "No".

Open fire and drones are not allowed.

• Will your event include animals? No ☒ Yes

• Describe what animals will be present at your event.

• Will you have any of the following during 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

• 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 Organ ▾

• Will news media be present at the event? 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

Dropdown menu:

1. Member of your Organization

2. Official university communications groups

3. An outside group has been engaged to broadcast/record the event

▾

\* Will your event include animals? No ☒ Yes

\* Describe what animals will be present at your event.

\* Will you have any of the following during 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

\* 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 Organ

\* 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 de

\* 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:

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

### Dropdown menu:

1. Member of your Organization

2. Official university communications groups

3. An outside group has been engaged to broadcast/record the event

1. Member of your Organ

### Dropdown menu:

1. Licensed through a de

1. Licensed through a department or the University

2. Is not licensed through a department or the University

No ☒ Yes

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

• 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 of the Event Organizer that will be on-site:

#### 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

#### 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 i

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.