Scheduling at the Barn: Scheduling@Cornell

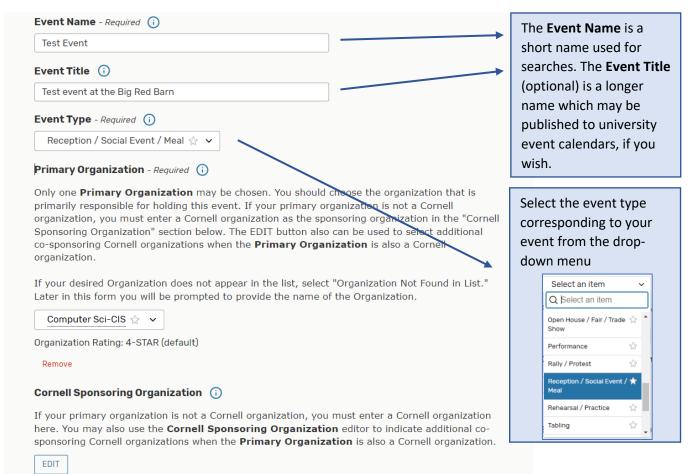
ERP Guide for the Big Red Barn

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.

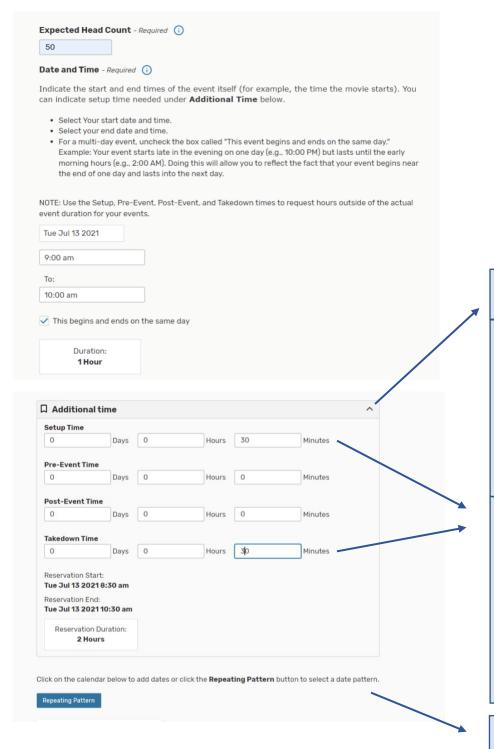
Requesting An Event

Go to the <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.



Click to expand **Additional Time** section

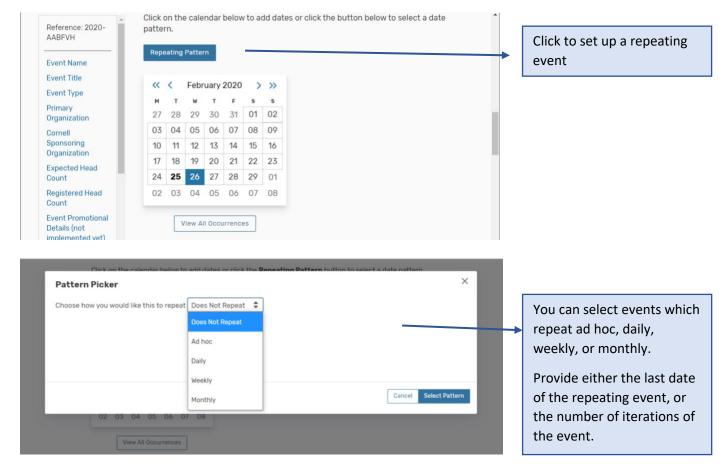
You may also choose to add time for your own group to set up (Pre-Event Time) and/or clean up (Post-Event Time).

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.



Choosing a Location

The Barn has four spaces which can be reserved for events: the mainspace, greenhouse, upstairs (above the mainspace), and patio.

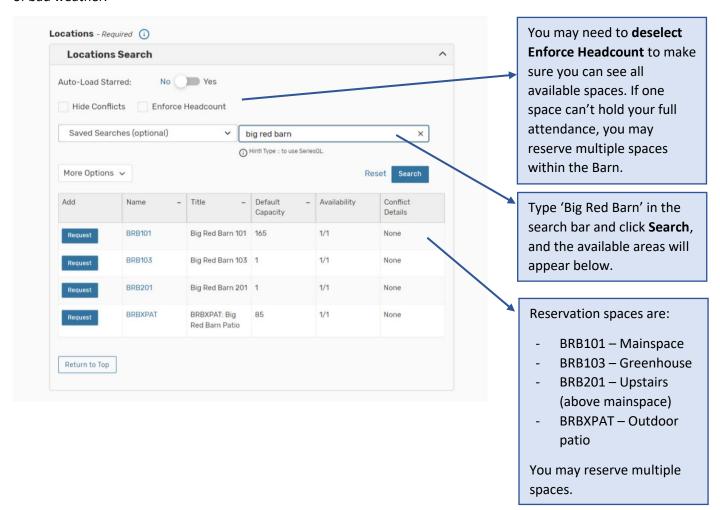
Space capacities are as follows:

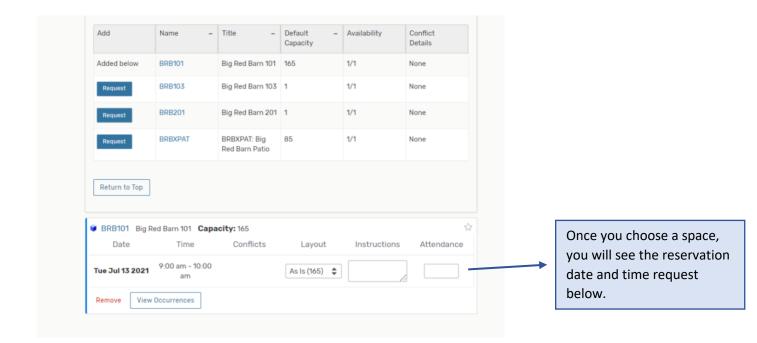
- Mainspace (BRB101): 56 people
- Greenhouse (BRB103): 48 people
- Upstairs (BRB201): 50 people
- Patio (BRBXPAT) Outdoors: 52 people

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.





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 <u>Alcohol</u> section of this document.
- **Food**: If you are providing food (required when serving alcohol), provide your food service. For your food options, see the <u>Food</u> 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 <u>Outdoor Activities</u> 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 <u>Cornell Catering</u>. 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, 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 (<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.

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)

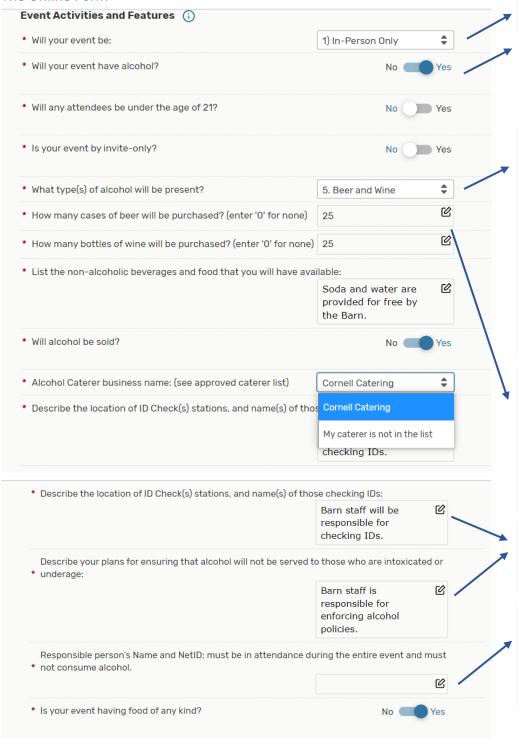
Not allowed:

- Drones
- Large structures/artwork

Please provide information on your outdoor activities in the text box of the <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.

You may have alcohol in some outdoor areas of the Barn. Please contact Barn staff for specific locations.

The Online Form



Select In-Person Only

Select **No** if participants will be purchasing regularlyscheduled alcohol service from the Barn.

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

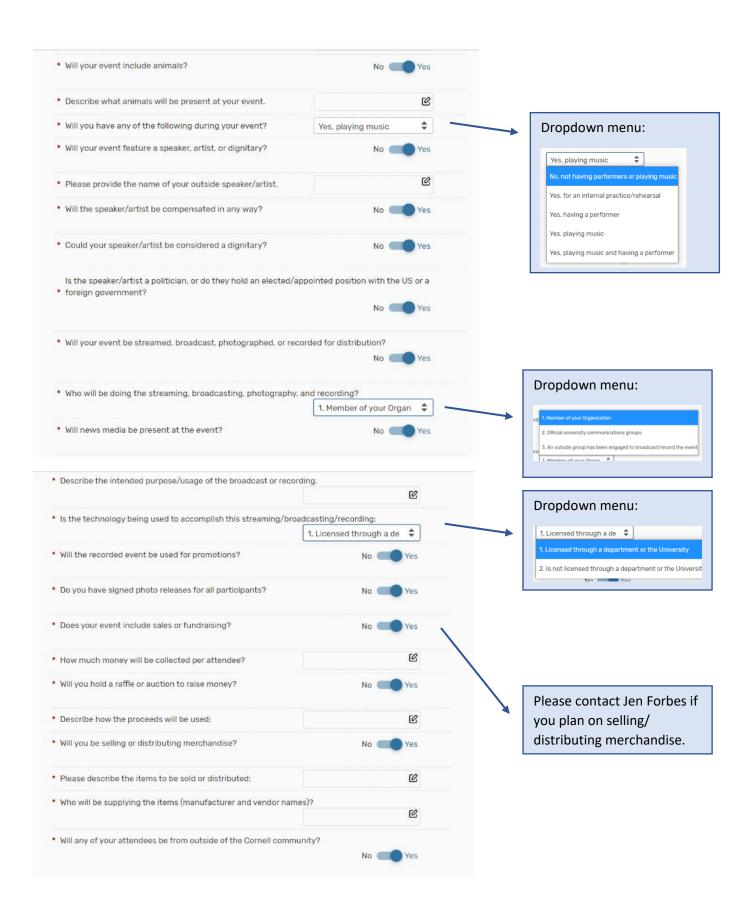


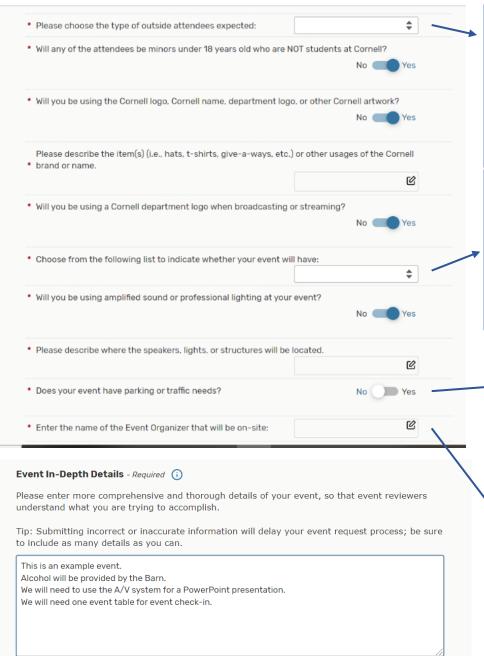
Select how many drinks in total will be purchased and put that number in for both. For example, if 25 drinks will be purchased in total, put 25 in both wine and beer.

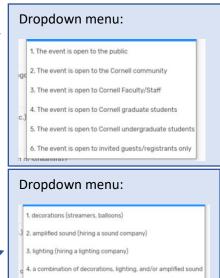
Barn staff will be responsible for enforcing alcohol rules & policies.

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









The Barn does not have dedicated parking for events. Please see signs posted in nearby parking lots for details. Please select **No**.

6. No decorations, amplified sound, lighting, or artwork/structure

5, large artwork or structure

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