



SMUSA Hub Standing Order

1 SMUSA HUB BOOKING

1.1 SMUSA HUB BOOKING SYSTEM

- 1.1.1 All bookings are to be made at least **14 working days** in advance prior to the requested booking date.
- 1.1.2 All **finalised booking requests** (Including change in booking date) that **fall short** of the **14 working days'** notice would have a **lower priority**.
- 1.1.3 All hub bookings are to be submitted via the **SMUSA Website** through the relevant attached **Google Form** (SMUSA Hub Bookings).
- 1.1.4 The **Google Form response receipt** is to be forwarded to operations@sa.smu.edu.sg cc: a.operations@sa.smu.edu.sg **within the same day** else the request will be deemed invalid.
- 1.1.5 SMUSA Operations Department will make an official confirmation in response to the Google Form **within 3 working days** upon **submission** of hub bookings via the SMUSA Hub Booking Contract.
- 1.1.6 **Ad-hoc users** are to indicate their respective details and signature located at the bottom of the **SMUSA Hub Booking Contract** and email the contract back to the SMUSA Operations Department in acknowledgement of the confirmation.
- 1.1.7 All emails received **outside of working hours (Mon-Fri 8 a.m. – 8 p.m., excluding PH)**, will be attended to the next working day.
- 1.1.8 User bookings are only **valid** once the requestor receives a **confirmation email reply** from the SMUSA Operations Department.
- 1.1.9 **Acceptance and changes** made to a booking are **subject to the discretion** of the SMUSA Operations Department.

1.2 USAGE TERMS AND CONDITIONS

- 1.2.1 The **booking** of the SMUSA Hub shall be **made exclusive** to the relevant person(s):
 - i. Constituent Bodies (CBds)
 - ii. Clubs under such CBds
 - iii. Singapore Management University (SMU) Offices
 - iv. Faculties representing such offices
- 1.2.2 The SMUSA Hub shall be **booked for purposes** including, but not limited to:
 - i. Food Catering
 - ii. Performances and Events
 - iii. Club Activities (Subjected to discretion of SMUSA Operations Department)

1.2.3 Booking for the SMUSA Hub is solely limited to the area as depicted. The SMUSA Hub **does not include the SMUSA Hub Office.**



Blue Arrow - SMUSA Hub

1.2.4 There should be no booking or request made on behalf of another user or club.

1.2.5 All food and drinks are to be consumed with caution. There should strictly be no half-eaten food and drinks in the SMUSA Hub.

1.2.6 All users are to ensure that the room is returned to its **original state in terms of cleanliness and tidiness.**

1.2.7 All users of the SMUSA Hub should not **store any logistics without seeking the permission** of the SMUSA Operations Department. SMUSA Operations Department reserves the **right to discard items with no prior permission given.**

1.2.8 Lack of compliance to these usage terms shall entail penalties as follows:

OFFENSES	PENALTIES
1st	Email Warning
2nd	1 Week Ban
3rd	1 Month Ban
4th and beyond	Continuous Ban till end of semester

Such penalties shall not extend beyond the current semester.

1.2.9 All users are to ensure that the **furniture in the SMUSA Hub** is returned to its **original state in terms of physical state and function;** failure to do so shall entail penalties as follows:

- i. For damages, the **cost of repair** constitutes the fine. This will be determined on a case-by-case basis.
- ii. Should assets be **lost or damaged beyond repair**, or should repair costs exceed replacement costs, then the **cost of replacement** constitutes the fine.
- iii. All payments are to be made within 1 week upon notification of payment details.

iv. The **estimated costs of replacement** for assets are as shown:

S/N	ITEM	COST PER PIECE
01	Glass Wall / Door	Refer to SMU Policy and Offices of Facilities Management.
02	Double Seater Sofa	\$180.00
03	Single Seater Sofa	\$150.00
04	Round Coffee Table	\$100.00
05	Compartmentalised SMUSA Cabinet	\$800.00
06	Foosball Table	\$700.00

Note: This list is not exhaustive and is subjected to change. Refer to SMUSA website for the latest list.

2 ACF AND SMUSA HUB SCHEDULING ARRANGEMENT

- 2.1** This scheduling arrangement is solely between the **SMUSA Operations Secretary** and **ACF Operations Director**.
- 2.2** This booking exercise is applicable for all following windows: **January to April, May to July and August to December**.
- 2.3** The confirmation for each of the following windows shall be done within the following timeframe as specified: January to April during the **previous October**, May to July during March, and August to December during **July**.
- 2.4** This exercise should be completed at least 1 week before the start of each window and is anticipated to take approximately **2 weeks** to complete.
- 2.5** Upon confirmation of the **Arts Learning Space Meeting (ALSM)** details for ACF Operations, the ACF Operations Director shall compile the list of clubs who have opted in for the regular bookings.
- 2.6** The ACF director shall then email the **SMUSA Hub Dance Clubs Request Template** to these clubs, cc operations@sa.smu.edu.sg and a.operations@sa.smu.edu.sg, and revert with their **respective booking templates**.
- 2.7** The ACF Operations Director shall deconflict the booking schedules of the regular clubs during **ALSM** itself. If necessary, in the presence of the **SMUSA Operations Secretary**.
- 2.8** The ACF Operations Director shall share the **deconflicted booking schedules via Google Sheets with the SMUSA Operations Secretary**.
- 2.9** Upon confirmation, **all other ACF clubs shall not be able to bump in** their ad-hoc arrangements on the confirmed booking schedules in this exercise. However, this **applies only to ACF clubs and not for bookings of any other purpose**.
- 2.10** Any user(s) **with an ad-hoc booking**, and with the **above exception**, shall be **prioritized** for usage should their bookings fall within any of the regular training timings.
- 2.11** The SMUSA Operations Secretary shall block out the finalized date and time for each of the dance clubs throughout the given period on **SMUSA Hub Booking Schedules**, based on the legend stated on the sheets itself.
- 2.12** Once the relevant arrangement has been locked in, the **SMUSA Operations Secretary** shall disseminate the following documents to the respective clubs via their official club emails, and cc the **ACF Operations Director**.
 - i. Regular Club Booking Slips showing all relevant details.
 - ii. Any other accompanying guidelines or documents.
- 2.13** The SMUSA Operations Secretary should also ensure that all relevant clubs have **read and acknowledged** the email or inform of discrepancies, if applicable, within 7 days of receiving the email by the SMUSA Operations.
- 2.14** There shall strictly **be no transfer of bookings** to another user under any circumstances, without the written permission from the SMUSA Operations Department. This includes all ACF recurring bookings. Should users find out that a certain time **slot be vacant**, users are to go through the normal web application procedure on the SMUSA website.