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## SMUSA Inter-CCA Cbd Loaning Standing Order

- A. This standing order is **only for clubs/CCAs under SMUSA**, namely those that are under the Arts and Cultural Fraternity (ACF), Special Interest and Community Service Sodality (SICS), SMUXploration Crew (SMUX) and SMU Sports Union (SSU).
- B. All forms of liaising are to be **done between the CCA Cbd Management Committees (MCs) only, specifically the Operations/Assets/Logistics (OAL) Director** or any equivalent position. If any club/CCA approaches a Cbd MC directly, the Cbd MC reserves the right to reject the request immediately.
- C. Each Cbd MC is to have a **list of loanable assets** that can be accessed by clubs/CCAs of other CBds. The **cost of the assets should also be stated in the list** for reference in the event that a penalty is to be imposed.
- D. Assets that can be loaned are to **strictly belong to the CCA Cbd MCs** only and excludes the assets owned by individual clubs/CCAs.

### Loan Application Process

- A. Clubs/CCAs are to make their request known to their **corresponding Cbd OAL Director at least 14 working days in advance** from their requested loan date. This will be **done through email or each Cbd's respective internal system**.
- B. All requests received **outside of working hours (Mon-Fri 8AM-8PM, excluding PH)**, will be attended to the **next working day**.
- C. An acknowledgement email will then be given by the loanee Cbd's **OAL Director** to the club/CCA representative within **3 working days** from the initial request date. This acknowledgement email is not a confirmation of the loan.
- D. If the request is made by the Cbd MC themselves, points A to C can be omitted. Eg. If the SSU MC is requesting the loan instead of a club/CCA under SSU, points A to C can be excluded.
- E. The loanee Cbd OAL Director will then fill up Sections A and B of the **Inter-CCA Cbd Asset Loan Request Form** along with **3 proposed collection and return dates and timings from the club/CCA**, and email it to the loaner Cbd OAL Director within **3 working days** from the acknowledgement email.

- F. The loaner CBd OAL Director shall reply to the email within **3 working days** with their decision for the loan request with the **confirmed dates, timings and venue** for collection and return. If any of the proposed details are not feasible, **liaising can be done internally between OAL Directors and club representatives** before the confirmation email is sent.
- G. Approval of the loan request can be given by replying to the loanee CBd's email request with a filled copy of Section C of the **Inter-CCA CBd Asset Loan Request Form**. The form is also to be emailed to [operations@sa.smu.edu.sg](mailto:operations@sa.smu.edu.sg), while cc-ing [a.operations@sa.smu.edu.sg](mailto:a.operations@sa.smu.edu.sg) for the SMUSA Operations Secretary's endorsement.
- H. **A confirmation is made when the SMUSA Operations Secretary signs Section D of the Inter-CBd Asset Loan Request Form, which is afterwards sealed as an Inter-CBd Asset Loan Contract.** A confirmation should be made within 3 working days from the date of the confirmation email sent by the loaner CBd.
- I. The contract is then to be emailed out to the involved CBds and kept as physical proof. The respective CBd OAL directors are also to update the loanee with regards to the loan details.
- J. **All details are final and should not be changed once the request has been confirmed.** These include, but are not limited to:
  - 1. Collection and return timings
  - 2. Requested inventory

#### **Changes Before Confirmation**

- A. Any **changes** by the club/CCA have to be made by the **following day from the initial request date**, and is **subjected to approval by the loanee CbD**.
- B. All changes made by clubs/CCAs/CBd must be **strictly made before the Inter-CBd Asset Loan Request Template is emailed to the loaner CbD**.

#### **Asset Collection/Return**

- A. Asset collection is to be made at a location **mutually agreed by both loaner CBd OAL Director and loanee club/CCA**, and if necessary, in the presence of the loanee CBd OAL Director.
- B. The loaner CBd is not responsible for **providing manpower and transportation** of assets. This includes **not granting the usage of trolleys** of such. The loanee club/CCA/CBd is liable to make their own arrangements.
- C. Upon asset **collection**, the **loanee club/CCA/CBd representative** should check the condition of the assets loaned, and sign **Section E** of the **Inter-CBd Asset Loan Contract** to acknowledge that **assets received are in good condition and in the agreed quantity**.
- D. Upon asset **return**, the **loaner CBd OAL Director** should check the condition of the assets loaned, and sign **Section F** of the **Inter-CBd Asset Loan Contract** to **acknowledge that assets received are in good condition and the quantity is as loaned**.

## Asset Loss/Damage

- A. Assets are to be returned in their **original state as loaned**; failure to do so shall entail penalties as follows:
  - a. For **damages**, the **cost of repair** constitutes the fine. This will be determined on a case-by-case basis.
  - b. Should assets be **lost** or damaged **beyond repair**, or should **repair costs exceed replacement costs**, then the **cost of replacement** constitutes the fine.
  - c. The fine will also **include transport services hired** to bring the item for repair, if necessary. This only applies for **larger items** eg. Stage risers and excludes personal modes of transport eg. Grab.
- B. Any **asset loss or damage should be acknowledged on the spot during asset return**. Following, an **email notification pertaining to the asset(s) lost/damaged** will be sent by the loaner CBd OAL Director to the club representative and loanee CBd OAL Director **within 3 working days from the asset return date**.
- C. The club representative **should reply with an acknowledgement** of the loss or damage
- D. The location and hence, cost for repair/replacement can be **subjected to the loaner CBd's discretion**.
- E. In the event where a full repair is required eg. The vendor must change all 4 wheels although only 1 is damaged, **a full repair can be made**. However, repairs should **strictly be for the affected component** and **will not apply for a complete overhaul** unless it is required to fix the damaged component.
- F. After the repair/replacement is made, the loaner CBd is to **provide a proof of purchase/repair eg. Receipts, invoices, etc** to the loanee CBd and SMUSA Operations Secretary in **the filled copy of the SMUSA Inter-CCA CBd Asset Loss-Damage Form**.
- G. The form is then to be emailed to the club representative and loanee CBd OAL Director **for payment to be made by the club**.
- H. All payments are to be made **within 1 week** upon notification of payment details.
- I. If clubs/CCAs/Cbds within the corresponding CCA CBd accumulate **3 or more penalties in 1 semester**, the entire CBd and the clubs/CCAs under them will be banned from participating in the Inter-CBd Loan **until the end of the next semester**.

## Conflicts Between Cbds

- A. In the event of a dispute over damaged or lost assets, the SMUSA Operations Secretary should mediate a meeting between the Operations/Assets Directors of the involved CBd to devise a solution.
- B. The solution **can include but is not limited to a fine or penalty** as stated in Point A above.