



SMUSA Hub Office Standing Order

A. **Card access and the use** of the SMUSA Hub Office shall be made **exclusive** to relevant person(s):

SMUSA	Executive Committee (EXCO) and Deputies
ICON	President, Vice President, Honorary General and Finance Secretary
CCA CBDs (ACF, SICS, SMUX, SSU)	President, Vice President, Honorary General and Finance Secretary
School CBDs (ASOC, BONDUE, ELLIPSIS, OIKOS, SOSCIETY, THE BAR)	President, Vice President, Honorary General and Finance Secretary
Ambassadorial Corps (ASMU)	Executive Committee (EXCO)
Direct predecessors (1 year above) of the aforementioned positions currently in term.	

B. SMUSA Hub Office is limited to the area as depicted. The SMUSA Hub **Meeting Room is a part of** SMUSA Hub Office.



a.



C. The SMUSA Hub Office access is **limited to person(s) with card access**.

Visitors can be invited to the SMUSA Office for SMUSA work purposes for a duration **not exceeding 60 minutes** per day.

D. Work purposes include:

- a. **Logistics preparation** for SMUSA-related events
- b. **Discussion** of SMUSA-related event matters
- c. Official Meetings eg. AEM, BEM, SAEM
- d. Interviews for **SMUSA-related events** eg. FO, Vivace

E. Any other **intentions or extension** for the use of SMUSA Hub Office not expressed in Point D(b). will be **subjected to the discretionary approval of the SMUSA Operations Department**

Note: Visitors **should not be left unaccompanied** at all times.

- F. SMUSA EXCO shall reserve the right to **refuse entries** to person(s) **without prior notice**.
- G. All food and drinks are to be **consumed with caution**. There should **strictly be no half-eaten food and drinks** in SMUSA Hub Office.
- H. All users are to ensure that the Office is returned to its **original state of cleanliness and tidiness**.
- I. 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**.
- J. **Failure** to do so shall entail penalties as follows:

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

- K. All users are to ensure that the equipment in SMUSA Hub Office is returned to its **original state in terms of physical state and function**; 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 **estimated costs of replacement** for assets are **subject to the discretion** of the SMUSA Operations Department.