



SMUSA Storage Spaces Standing Order

- A. CCA Constituent Body Managing Committees (CBd MCs) and specific SMU Sports Union (SSU) clubs under the purview of SMUSA, clubs under the Registry of Societies of Singapore and ICON cultural clubs are allocated their own storage space in one of the three storerooms namely **SMUSA Hub store, Bencoolen store and SMUSA Cage**.
 - a. The specific SSU clubs with storage spaces allocated are as follows: Athletics, Fencing, Muay Thai, Taekwondo and Wushu
- B. The storerooms are overseen by the SMUSA Operations Department which is led by the SMUSA Operations Secretary.
- C. Assets owned by each club/CCA should be **kept within their storage spaces** and should not be left lying around the storerooms. The **area around the locker** should also be kept **clean and tidy** at all times.
- D. For assets that are **unable to fit** into lockers eg. Human sandbags, they should be **neatly placed at the side** of the storeroom or **above the lockers** such that they **do not obstruct the pathway or another club/CCA's locker**.
- E. In the event that the storeroom is deemed untidy, the SMUSA Operations Secretary reserves the right to **request the respective clubs/CCAs/CBds to clean up the area** by a given deadline.

Conflicts Over Storage Spaces

- F. In the event where there are disputes over which storeroom a club/CCA should be situated at, the SMUSA Operations Secretary shall **mediate a meeting** between the involved parties to **devise a solution**.
- G. If **more storage space is needed** to accommodate a new club/CCA and the space in the storeroom permits, **a new locker can be purchased upon approval from the Office of Student Life**.
- H. The **purchase will be done by the new club/CCA** but the **expenses will be borne by the SMUSA Operations Department**

- I. If necessary, the SMUSA Operations Department should **facilitate the rearrangement of the storeroom and its respective storage spaces** to allow for more storage space or for the ease of access.