



Safety Asset Loan Storage

- A. The SMUSA Cage can be found in the storage room situated at the **right side (SSU store) of the Bencoolen MRT** entrance. The Cage is located on the **right corner of the SSU store**.
- B. The SMUSA Cage can first be accessed through the **student matriculation card** at the **right corner of the SSU store**, followed by a **password lock** at the **SMUSA Cage** itself. The **password** is to be **provided** by the **SMUSA Operations Department**.
- C. The main purpose of the SMUSA Cage is to store all **SMUSA's asset related items**, as well as for clubs and CBds whose events last through several days and thus requiring **overnight storage**.
- D. The SMUSA Cage storage is **ONLY** applicable to **all SMUSA assets**. Exceptions include but are not limited to **SMUSA and CBd event items**, as per the **Council's request**.





White Arrow – Bencoolen Entrance

Yellow Arrow – SMUSA Cage

- E. SMUSA Operations Department shall **not be held liable** for **any damage or loss of equipment** that arise from storing during the loan period. The **user** should be **held responsible** for such damage or loss throughout their loaning period, for as long as the cage is used.
- F. All **clubs or organizing committee requests** shall highly be **subjected to availability** and given **lower priority**. All requests should be **directed to the SMUSA Operations Secretary** at operations@sa.smu.edu.sg and cc Deputy Operations Secretary at a.operations@sa.smu.edu.sg. This is to be reviewed by the SMUSA Operations Department on a **case-to-case basis**.
- G. The SMUSA Operations Department reserves the right to **shift the items out without prior notice** once it is discovered that **items not previously authorized** by the SMUSA Operations **Secretary** had been **found in the SMUSA Cage** itself. SMUSA Operations shall **not be held liable** for any **losses or damage of the users' personal items** throughout the process.
- H. The clubs who have their items shifted will then be **notified on the new location** of the items **after the shift** has been made complete.
- I. The SMUSA Operations Department shall **review, clean, and maintain** both the SMUSA **Bencoolen Store** and **SMUSA Cage** during the **mid or end of each semester**. All assets should be **returned to the SMUSA Bencoolen Store** upon usage completion.
- J. The SMUSA Cage **password** should be **changed each month** to ensure that no users are able to abuse their rights to use the SMUSA Cage.
- K. All **bulky assets**, including that of the various CBds, are to be **stored in the SMUSA Cage** first whilst **pending the vendor's disposal service** following each AEM period.