



SMUSA Hub Booking System Standing Order

- A. All bookings are to be made at least **14 working days** in advance prior to the requested booking date.
- B. All **finalised bookings requests** (including change in booking date) that **fall short** of the **14 working days'** notice would have a **lower priority**.
- C. All hub bookings are to be submitted via the **SMUSA Website** through the relevant attached **Google Form** (SMUSA Hub Bookings).
- D. 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.
- E. 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.
- F. **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.
- G. All emails received **outside of working hours (Mon-Fri 8AM-8PM, excluding PH)**, will be attended to the **next working day**.
- H. User bookings are only **valid** once the requestor receives a **confirmation email reply** from the SMUSA Operations Department.
- I. **Acceptance and changes** made to a booking are **subjected to the discretion** of the SMUSA Operations Department.

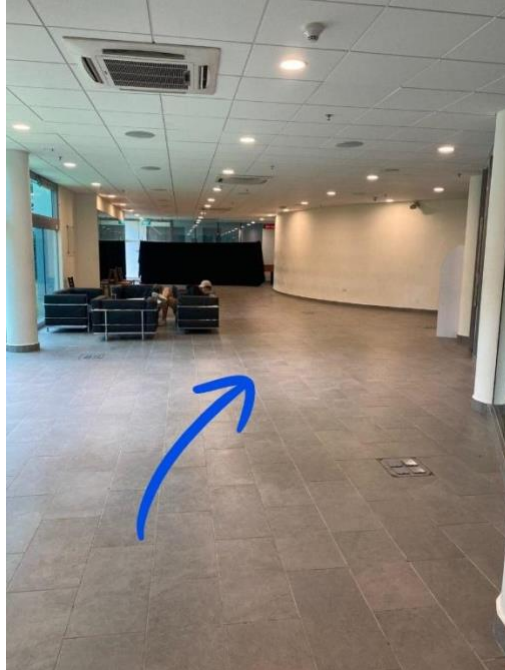
A. The **booking** of SMUSA Hub shall be **made exclusive** to relevant person(s):

- a. Constituent Bodies (CBDs)
- b. Clubs under such CBDs
- c. Singapore Management University (SMU) Offices
- d. Faculties representing such offices

B. The SMUSA Hub shall be **booked for purposes** including, but not limited to:

- a. Food Catering
- b. Performances and Events
- c. Club Activities (Subjected to discretion of SMUSA Operations Department)

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



Blue Arrow – SMUSA Hub

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

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

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

G. 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**.

H. Lack of compliance to these usage terms 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

Such penalties shall not extend beyond the current semester.

I. All users are to ensure that the **furniture in SMUSA Hub** 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. All payments are to be made within 1 week upon notification of payment details.
- d. 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.