

BEYKOZ UNIVERSITY

PRINCIPLES FOR EQUIPMENT AND STUDIO USE

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Additions and amendments : Senate, .../.../20.../...

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CHAPTER ONE

Purpose, Coverage, Reasons and Definitions

Purpose and Coverage

ARTICLE 1 – (1) These principles are set to determine the principles for using the Television Studio, Sound Studio and Photography Studio, as well as the use of the Television Studio equipment within the body of Beykoz University outside the studio.

Definitions

ARTICLE 2 – (1) The definitions of the phrases mentioned in this text are:

- a) **Equipment:** All kinds of video, light and sound tools, photographic materials, memory cards, etc. defined in the Television Studio / Sound Recording Room / Photo Studio equipment list. consumables, other construction tools and accessories will be referred to as equipment.
- b) **Taking out:** This term means that Beykoz University reserves the ownership and disposition rights on the equipment, and that the listed equipment is delivered to the recipient, provided that it is used for educational purposes within the defined time limits.
- c) **Recipient:** The person signing the document receives and uses the equipment listed in this document.

Specifications for Using the Equipment outside the Studio

ARTICLE 3 – (1) Equipment must be delivered on the return date.

(2) If the student does not deliver the equipment on the return date specified in the minutes, he has to pay the daily delay fee of 100 TL to Beykoz University in cash and in full, which will be calculated from the date of return until the date of delivery. The student already irrevocably accepts and undertakes this matter.

(3) During the delivery of the equipment, it is essential that the warehouse supervisor checks that all the equipment are working one by one and delivers them, and the student sees this and signs the document.

(4) Other than the camera or camera battery; consumables such as AAA batteries, AA batteries etc. must be supplied by the student.

(5) During the delivery of equipment, no delivery is made without the student ID and an official ID. The warehouse manager processes and records the student's name, surname and student number information on the form.

(6) The student accepts and promises to take full responsibility of the equipment. The student is responsible for loss of value or any damage to the borrowed or studio equipment during the period the equipment stays with him. Any loss or damage suffered by the equipment is to be compensated by the student and the student already accepts and undertakes this issue. In case

the equipment is stolen without the fault of the student, the student has to prove that this is the case on his own. The student has to prove that the equipment has been stolen without his negligence through a police report, etc. and has to prove this with relevant legal documents. Otherwise, the responsibility will still lie with the student.

(7) If the equipment is not received by the student on the pre-planned delivery date and time, the warehouse supervisor has the right to evaluate the next request. In this case, the student must apply for a new deadline for receiving the equipment.

(8) The return of the equipment is only valid when the authorized studio warehouse manager signs the Warehouse Delivery section after the count and function control.

Television Studio, Sound Studio and Photography Studio Usage Specifications

ARTICLE 4 – (1) The student or students who want to work in the Television Studio, Sound Recording Room or Photography Studio need to determine their work schedule based on the days and hours when there are no classes.

(2) If the student does not deliver the equipment on the return date specified in the minutes, he has to pay a daily delay fee of 100 TL to Beykoz University in cash and in full, which will be calculated from the date of return until the date of delivery. The student already irrevocably accepts and undertakes this matter.

(3) The equipment that will be needed during the use of the studio should also be discussed with the studio manager beforehand and printed on the form in this way.

(4) During the delivery of the equipment, it is essential that the warehouse supervisor checks that all the equipment and the related parts are working one by one and only then takes over them, and the student sees this and signs the document accordingly. Other than the camera or camera battery; consumables such as AAA batteries, AA batteries etc. must be supplied by the student.

(5) During the delivery of equipment, no delivery is made without the student ID and an official ID. The warehouse manager processes and records the student's name, surname and student number information on the form.

(6) The student accepts and promises to take full responsibility of the equipment. The student is responsible for loss of value or any damage to the borrowed or studio equipment during the period the equipment stays with him. Any loss or damage suffered by the equipment is to be compensated by the student and the student already accepts and undertakes this issue. In case the equipment is stolen without the fault of the student, the student has to prove that this is the case on his own. The student has to prove that the equipment has been stolen without his negligence through a police report, etc. and has to prove this with relevant legal documents. Otherwise, the responsibility will still lie with the student.

(7) If the equipment is not received by the student on the pre-planned delivery date and time, the warehouse supervisor has the right to evaluate the next request. In this case, the student must apply for a new deadline for receiving the equipment.

(8) The return of the equipment is only valid when the authorized studio warehouse manager signs the Warehouse Delivery section after the count and function control.