

BEYKOZ UNIVERSITY

EQUIPMENT AND STUDIO USAGE REGULATIONS

Approving Authority, Date and Number: Senate, 28.12.2021 / 14

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

Amendment Control Date:

CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1 – (1) These regulations have been issued to determine the principles governing the use of the Television Studio equipment outside the studio, as well as the conditions of use for the Television Studio, Sound Studio, and Photography Studio within Beykoz University.

Definitions

ARTICLE 2 – (1) In these procedures and principles regulations:

a) Equipment: All video, lighting, and audio devices, photographic materials, memory cards, consumables, and other production tools and accessories defined in the Television Studio / Sound Recording Room / Photography Studio equipment list shall hereafter be referred to as “equipment.”

b) Delivery: While the ownership and disposal rights of equipment remain with Beykoz University, the listed equipment released from the depot shall be provided to the recipient under the condition that it is used strictly for educational purposes within the specified time limits.

c) Recipient: The individual who receives and uses the equipment listed in this document and whose signature appears on the official record.

Terms of Use of Equipment Outside the Studio

ARTICLE 3 - (1) Equipment must be returned on the specified due date.

(2) If a student fails to return the equipment by the due date stated in the record, the student shall pay Beykoz University, in cash and in full, a late fee of 100 TL per day calculated from the due date until the actual return date. The student hereby irrevocably accepts and undertakes this obligation.

(3) At the time of delivery, the depot supervisor shall check each item to ensure that it is functional, and the student shall witness this process and sign the official record accordingly.

(4) Consumable materials such as AA/AAA batteries, except for rechargeable camera or camcorder batteries, must be supplied by the student.

(5) Equipment shall not be delivered without the student’s ID card. The depot supervisor shall record the student’s name, surname, and student number on the official form.

(6) The student acknowledges and undertakes full responsibility for the borrowed

equipment. Any loss, damage, or depreciation of the equipment during the period of possession shall be compensated by the student. In the event of theft without the student's fault, the burden of proof rests with the student, who must provide official documentation such as a police report. Otherwise, the liability remains with the student.

(7) If the student fails to collect the equipment on the scheduled date and time, the depot supervisor reserves the right to allocate the equipment to another applicant. The student must then submit a new request for another delivery date.

(8) The return of equipment shall only be deemed valid upon the completion of inventory and functionality checks by the authorized studio depot supervisor, followed by the signing of the "Depot Entry" section.

Terms of Use of the Television Studio, Sound Studio, and Photography Studio

ARTICLE 4 - (1) Students requesting to work in the Television Studio, Sound Recording Room, or Photography Studio must schedule their sessions on days and times when no classes are being held.

(2) If a student fails to return the equipment by the due date stated in the record, the student shall pay Beykoz University, in cash and in full, a late fee of 100 TL per day calculated from the due date until the actual return date. The student hereby irrevocably accepts and undertakes this obligation.

(3) The list of equipment required during studio use shall be coordinated with the studio supervisor in advance and recorded on the official form accordingly.

(4) At the time of delivery, the depot supervisor shall check each item to ensure that it is functional, and the student shall witness this process and sign the official record. Consumable materials such as AA/AAA batteries, except for rechargeable camera or camcorder batteries, must be supplied by the student.

(5) Equipment shall not be delivered without the student's ID card. The depot supervisor shall record the student's name, surname, and student number on the official form.

(6) The student acknowledges and undertakes full responsibility for all equipment, whether permanently located in the studio or borrowed additionally from the depot. Any loss, damage, or depreciation of the equipment during the period of possession shall be compensated by the student. In the event of theft without the student's fault, the burden of proof rests with the student, who must provide official documentation such as a police report. Otherwise, the liability remains with the student.

(7) If the student fails to collect the equipment on the scheduled date and time, the depot supervisor reserves the right to allocate the equipment to another applicant. The student must then submit a new request for another delivery date.

(8) The return of equipment shall only be deemed valid upon the completion of inventory

and functionality checks by the authorized studio depot supervisor, followed by the signing of the “Depot Entry” section.